

# Icons = Guides to the Conference — and to Our Host City!

This year's conference manual features icons of Washington, DC area landmarks that will assist you in navigating the many concurrent sessions and their subject areas. These icons, shown with each program title, will help you determine which programs are in your area(s) of interest. They will also help you learn about the great capital city hosting our 2009 conference.



## Counseling

*The Old Post Office Pavilion*

Built between 1892 and 1899, the Old Post Office Pavilion, at twelve stories tall, was Washington's largest and tallest government building and held both the US Post Office and the DC Post Office. Visit the deck of its 270-foot clock tower for a spectacular panoramic view of downtown Washington, DC.



## CSO Administration

*White House*

First constructed more than 200 years ago, the White House is easily the most recognized US building, and is also the only private residence of a head of state that is open to the public, free of charge.



## Diversity

*Lincoln Memorial*

This neoclassical monument features a 175-ton statue of the 16th president and inscriptions of Lincoln's Second Inaugural Address and his Gettysburg Address. From this Memorial's steps, Martin Luther King, Jr., delivered his famous "I Have a Dream" speech in 1963.



## Judicial Clerkships

*US Supreme Court*

The Supreme Court Building represents the importance of the judiciary as a coequal, independent branch of the US federal government. The façades of the building bear the mottos "Equal Justice Under Law" and "Justice, the Guardian of Liberty."



## Lateral Recruiting

*Marine Corps War Memorial  
(Iwo Jima Memorial)*

The Marine Corps War Memorial, also known as the Iwo Jima Memorial, stands as a symbol of esteem for fallen soldiers of the US Marine Corps. Its towering statue depicts one of the most famous incidents of World War II, the raising of the American flag at Mount Suribachi.



## Law Student Professional Development

*Thomas Jefferson Memorial*

This temple-like structure, dedicated to the US's third President, features interior walls engraved with writings by this drafter of the Declaration of Independence.



## Lawyer Professional Development

*World War II Memorial*

The World War II Memorial, finished in 2004, honors the 16 million who served in the US armed forces and the more than 400,000 who died during this conflict.



## Management

*US Capitol*

The US Capitol has housed the meeting chambers of the House of Representatives and the Senate for two centuries. Its cast-iron dome is topped with the allegorical *Statue of Freedom*.



## Member Professional Development

*Smithsonian Castle*

The original home (and final resting place) of James Smithson, founder of the Smithsonian Institution, now serves as the Smithsonian Information Center. Stop here for information about the National Zoo and 17 Washington, DC museums, including the National Natural History Museum, National Air and Space Museum, and the new National Museum of the American Indian.



## Public Service

*Statue of an American Revolutionary War Hero*

Washington DC's many statues depict a surprisingly wide array of subjects – from George Washington to Einstein to Gandhi. This figure represents the statue of the American Revolutionary War hero, General Comte de Rochambeau, and is located just north of the White House.



## Recruiting

*Air Force Memorial*

Just outside the nation's capital, in Arlington, the three stainless steel spires of this memorial, designed in the pattern of Air Force jets flying in formation, decorate the skyline. This memorial was dedicated in 2006 and honors the men and women of the US Air Force.



# Conference Schedule

## Tuesday, March 31

2:00 – 8:00 pm — West Registration

### Registration Open

4:00 – 5:30 pm — Cabinet Room

### PSLawNet Advisory Group Meeting

5:30 – 6:00 pm — Capitol Room

### Newcomers' Welcome and Orientation Session

Welcome to your first NALP conference! Join us for this session to learn how to get the most out of this week of educational and networking opportunities. Representatives from the Newer Professionals Section, Experienced Professionals Section, and the NALP Board will share advice on various conference activities and on how to take full advantage of your conference attendance. This will also be an opportunity to start to meet and network with your NALP colleagues.

*Michael R. Gotham, Director of Recruiting & Retention,  
Perkins Coie LLP, and NALP President*

*Victor Charles Massaglia, Career Advisor, University of  
Minnesota Law School*

*Lynne Traverse, Recruiting and Professional Development  
Manager, Bryan Cave LLP*

6:00 – 8:00 pm — Regency Ballroom

### Resource Center Open

6:00 – 7:00 pm — Regency Ballroom

### Welcome to Washington, DC! Opening Reception

Reconnect with friends, meet new colleagues, and kick off the 2009 Annual Education Conference in style! The reception is located in the Resource Center and will give you an additional opportunity to meet with vendors before conference sessions begin.

## Wednesday, April 1

7:30 am – 5:00 pm — West Registration

### Registration Open

7:30 am – 5:00 pm — Regency Ballroom

### Resource Center Open & Coffee Service

8:30 – 9:30 am — *Members only*

### Regional Meetings and Breakfast

Join your regional colleagues to learn the results of your regional elections and exchange views on issues close to home. See the "NALP Business" section of this manual for the regional meeting agenda.

**Northeast:** Blue Room; **Mid-Atlantic:** Ambassador Ballroom

**Southeast:** Blue Prefunction Room

**Midwest:** Hampton Room; **West/RM:** Empire Room

**Canadian:** Executive Room

9:30 – 9:45 am

### Break

9:45 – 11:00 am

## OPENING PLENARIES

***New for our 2009 conference, NALP members have a choice of two unique plenaries to kick off the conference experience.***

9:45 – 11:00 am — Palladian Room

### Don't Fight the Web: Surviving and Thriving in a 2.0 World

Even if you're not reading the blogs, your lawyers and your law students are. The rapid ongoing evolution of the World Wide Web requires that law schools, law firms, and other legal employers need to rethink strategically how they position themselves in the marketplace. Participation is not optional, because love it or hate it, most law students and lawyers rely on information from the Web to stay informed about the legal industry. Legal blogs, job websites, and other online media outlets compete with law firm websites and traditional media and law firm directories. In a world where anyone and everyone can share information, videos, pictures, and other documents instantly, build online communities, and host an increasing range of services on the Internet, NALP members need to learn to use these new avenues of communication and collaboration to their advantage. Some of the most experienced and active leaders of the "legal employment information revolution" will discuss how new information portals provide unique opportunities for law firms to communicate with a variety of audiences for marketing and recruiting purposes.

*Charlotte Wager, Partner, Director of Professional  
Development, Jenner & Block LLP – Moderator*

*Michael Allen, Principal, Lateral Link Group, LLC  
Samer Hamadeh, Co-Founder and COO, Vault Inc.*

*David Lat, Founding Editor, Above the Law*

*Mark Weber, Assistant Dean for Career Services, Harvard  
Law School*

**SECOND PLENARY:**

9:45 – 11:00 am — Diplomat Room

**From an Idea to Worldwide Impact: The Story of Habitat for Humanity**

How can one person effect change in a community at large? Hear the inspirational story of Habitat for Humanity International from its first volunteer, Clive Rainey. Exactly 32 years before his addressing NALP, on April 1, 1977, he first volunteered for what was then a new organization not yet a year old. Today, Habitat for Humanity has built more than 300,000 houses, sheltering more than 1,500,000 people in more than 3,000 communities worldwide. His career with Habitat reflects the growth of this organization, and has taken him from Georgia and Florida to Zaire and Uganda. NALP members will be inspired by Clive Rainey's personal story to make a difference in others' lives, whether at work or in the community at large.

*Clive Rainey, Director of Community Relations, Habitat for Humanity International*

11:00 – 11:30 am — Regency Ballroom

**Coffee Break**

11:30 am – 12:30 pm

**CONCURRENT SESSIONS**

11:30 am – 12:30 pm — Hampton Room

**Becoming an Event Planner Extraordinaire: Getting Your Summer Program the Attention It Deserves****Recruiting & Lawyer Professional Development**

Each summer law firms plan social events specifically for summer associates and these events have an impact on the law firm's image. How can you help ensure that impact is always positive? How can you ensure that your guests have fun and that your events run smoothly? How can you ensure a great lawyer turnout? Join us to learn best practices for summer event planning. We will discuss developing event themes, publicizing events, and tailoring the events to your program size, office, and budget. We will share ideas for successful events, talk about how to handle last-minute cancellations and other snafus, and discuss how you can get your lawyers, office staff, and hiring committee members involved. You will leave with new ideas, renewed enthusiasm for your program, a checklist template you can use for planning your events, and the official title of "Event Planner Extraordinaire."

*Kathy Schmidt, Manager of Attorney Recruiting,  
Wiley Rein LLP*

*Kathy Steadman, Legal Recruiting Manager,  
Sidley Austin LLP*

11:30 am – 12:30 pm — Ambassador Ballroom

**Counseling the "Challenging" Student****Counseling**

It is easy to work with a student who knows what she wants to do, has outstanding credentials, and has her documents in order. Unfortunately, working with many students provides more of a challenge. How do you best counsel the student who doesn't know what she wants to do or why she came to law school? How about a student so lacking in social skills that he can't get past an interview? Or the student with some type of major blemish on her record? In this session, we will address a variety of challenging counseling situations and will share tools, ideas, and resources for working with these – and other – student counseling challenges.

*Beth Ann Hansen, Director of Career Services, Brigham Young University Law School*

*Gina D. Rowsam, Assistant Dean for Professional & Career Development, Oklahoma City University School of Law*

11:30 am – 12:30 pm — Empire Room

**Can We Talk? How Law Firms Can Work with Career Service Professionals to Maximize Law Firm Recruitment Goals****Recruiting**

Each year, law firms expend valuable resources on the law school recruitment process, yet sometimes meet with varying levels of success. Why do some firms create a "positive buzz" on campus while others fail to meet their recruitment goals? This seminar will identify key recruiting obstacles that law firms face, and how firms can work with law school career services staff to improve their recruitment yield. Recruiting professionals will learn how to identify key career services staff members, leverage career center programming to raise their on-campus profile, and build a distinctive brand that will stand out during the recruiting season.

*Kelly Obenauer, Assistant Director of Recruitment and Marketing, Northwestern University School of Law*

*Irene M. Reed, Associate Director, Center for Career Strategy & Advancement, Northwestern University School of Law*

*Kathleen Smetana Anderman, Attorney Recruiting Manager, Kirkland & Ellis LLP*

11:30 am – 12:30 pm — Capitol Room

## From Mission Statement to Action Plan: Making the Most of Strategic Planning



### Member Professional Development & Management

Whether due to a university-wide strategic planning process, ABA self-study, or an annual report to the dean, many of us are called to prepare a “Strategic Plan.” In this program we will explore several models, of varying complexity, for strategic planning for your department or as a member of a school-wide team. We will focus on using the process as a valuable learning tool for you and your team, and preparing a report that will showcase your capabilities, vision, and successes. We will also discuss how to use these skills proactively in the absence of a formal strategic planning process.

*Karen R. Britton, Director of Admissions, Financial Aid and Career Services, University of Tennessee College of Law*

*Tomea Mayer Mersmann, Associate Dean for Strategic Initiatives, Washington University School of Law*

11:30 am – 12:30 pm — Senate Room

## Escaping Your Silo: Best Practices for Working Cooperatively Across Law Firm Administrative Departments



### Management

Frustrated by the “silo effect” – poor communication among law firm departments and office politics that hamper your effectiveness? Confused about how to gain cooperation from peers and get the key information you need from other departments in order to maximize the success of your projects? Hear how to come out of your silo and achieve better results for your department and your entire organization through examples of successful, innovative, cooperative projects among law firm recruiting, lawyer development, diversity, and marketing/business development departments, and learn simple but transformative tips to improve working relationships among departments.

*Robert O. Edwards, Director of Legal Recruitment, Fried, Frank, Harris, Shriver & Jacobson LLP*

*Gayle George, Director of Human Resources, Fried, Frank, Harris, Shriver & Jacobson LLP*

*Maja D. Hazell, Director of Diversity and Inclusion, Fried, Frank, Harris, Shriver & Jacobson LLP*

*Lily Loh, Director of Marketing Services, Marketing & Communications, Fried, Frank, Harris, Shriver & Jacobson LLP*

11:30 am – 12:30 pm — Executive Room

## Law Firm Diversity Initiatives – How Do You Spell Success?



### Diversity

Increased attention to diversity in the legal profession has spawned great discourse about diversity best practices. Often, however, discussions about the effectiveness of these programs are lacking. This session explores some of the best practices that law firms have employed; law student and lawyer perspectives on such programs; and strategies for defining expectations, setting goals, measuring results, and accountability.

*Jacqueline Wilson Cranford, Director of Diversity, O'Melveny & Myers LLP*

*Tyree Jones, Partner and Director of Diversity, ReedSmith LLP*

*Nancy Philippi, Director of Diversity and Community Outreach, Quarles & Brady LLP*

11:30 am – 12:30 pm — Palladian Room

## Career Counseling and the Search for “Golden” Resources



### CSO Administration

Today's career counselors must be extremely resourceful. This program explores resources for CSO professionals to gain knowledge on counseling issues, as well as resources to refer students to. You will gain ideas for resources for counseling students at each stage of their legal career, from 1Ls who need guidance on legal practice areas, 2Ls needing to hone their interviewing skills, 3Ls panicked over not having a job, to alumni in professional crisis. Newcomers to the profession will learn about the essential resources to make the most out of their counseling sessions from the very beginning. Intermediate and advanced practitioners will be encouraged to share their resource recommendations.

*Cinnamon A. Baker, Director of Career Services, Barry University Dwayne O. Andreas School of Law*

*Sonja J. Hayes, Associate Director of Career Development, Stetson University College of Law*

*Victor Charles Massaglia, Career Advisor, University of Minnesota Law School*

11:30 am – 12:30 pm — Governor's Boardroom

## Stronger Links in the Chain: Lawyer Evaluation to Professional Development to Career Planning



### Lawyer Professional Development

The lawyer evaluation program in many firms often operates independently, with little engagement with the lawyer professional development and career planning process. The potential for improving partner performance and linking evaluation more strongly to professional development programs and career planning is apparent – so why doesn't it happen? This session will explore the barriers to better connections, illustrate measurements for best practices, and provide you with tools to implement a stronger chain in your firm's next evaluation cycle.

*David A. Cruickshank, Partner, Kerma Partners*

11:30 am – 12:30 pm — Congressional A

## Life Management: Going Beyond Just Time Management “Strategies”



### Member Professional Development

There is no greater challenge today than organizing and managing time. Effectively managing your time means effectively managing your life, yet all too often it seems that many of the traditional “time management” practices fall short in their promises. What's missing? Join us for an interactive workshop where we present the practical time management techniques and skills that make a difference, including Franklin Covey and others. Leave armed with new ideas for regaining a sense of control over your schedule, reducing stress, and increasing productivity, while reconnecting with your primary objectives for work and life.

*Kathleen E. Post, Consultant, Leadership Coach, Shannon & Manch LLP*

*Marcia P. Shannon, Principal, Shannon & Manch LLP*

11:30 am – 12:30 pm — Congressional B

## Recruiting IP Lawyers: Secrets of the Trade



### Lateral Recruiting

Recruiting intellectual property candidates takes you into a confusing maze of different qualifications and training. Must an IP lawyer have a technology background or US Patent and Trademark Office admission? And just what do you mean by IP – IP litigation, corporate transactions, or patent prosecution? We will teach you how to recruit for specific IP practice areas, how to read and write effective IP resumes, and how to recognize the unique qualifications that define IP lawyers. Join us to learn powerful tricks of the trade in the IP hiring world from a veteran IP recruiter, a recruiting manager, and a partner with 20 years of intellectual property law experience.

*Peter J. Davis, Partner, Morrison & Foerster LLP*

*Katharine C. Patterson, President, Patterson Davis Consulting*

*Kai Wilson, Manager – Attorney Recruiting, Morrison & Foerster LLP*

11:30 am – 12:30 pm — Embassy Room

## Religion and Culture – Interesting and Challenging Dimensions of Diversity in the Legal Profession



### Diversity

As law schools and legal organizations become more diverse, religious and cultural diversity are becoming increasingly important areas to explore and address. Have you wondered about what to do when accommodating prayer during the day, addressing client requests that are new for you, picking dates and ordering food for events, or organizing year-end holiday festivities, to name a few scenarios? This session will explore religious and cultural diversity in the legal profession and provide attendees with insight, tools, and suggestions on what they can be doing to accommodate religious and cultural observances in their workplaces.

*Ritu R. Bhasin, Director, Student and Associate Programmes, Stikeman Elliott LLP*

*Laraine Kaminsky, Global Diversity Strategist and Speaker  
Meredith Moore, Director of Global Diversity, Weil, Gotshal & Manges LLP*

11:30 am – 12:30 pm — Diplomat Room

**Tips and Tricks to Get Your Grads into Government**



**Public Service**

Finding a job with the federal government involves different search techniques and application procedures than those typically used in a private sector job search. Career counselors need to understand these unique processes to best advise students seeking government jobs. In this session, you will learn about the unique federal hiring process. We will talk about coaching students to write appropriate resumes, and Knowledge, Skills and Abilities (KSA) statements. We will also discuss resources available to students to research which agencies might make the best fit and which ones have current openings. In addition, a hiring manager from a federal agency will discuss the process from an insider's point of view. Participants will leave the session with some incredible federal job searching tools!

*Tamara Brooks, Chief, Student Programs Branch, Office of Recruitment, Examination and Employment, United States Department of State*

*Jennifer Carignan, Program Associate, Education and Outreach, Partnership for Public Service*

*Tari D. Williams, Assistant Dean for Public Interest Law, University of Alabama School of Law*

11:30 am – 12:30 pm — Blue Room

**Understanding the Current Legal Economy**

**HOT  
TOPIC!**

**Hot Topics**

The national and legal economies have experienced unprecedented upheaval during the second half of 2008 and the first quarter of 2009. Dramatic changes in the financial industry have caused law firms to recalibrate their practices and their business models, often downsizing lawyer and staff headcounts in the process. At least three prominent law firms have faced dissolution and there is a great deal of uncertainty about what will come next. In this session an expert on the legal economy and law firm finances will dissect where we have been over the last twelve months and will help us understand what may lie ahead.

*James W. Jones, Managing Director, Hildebrandt*

12:30 – 1:30 pm — Regency & Ambassador Ballrooms

**Networking Lunch**

12:30 – 1:30 pm — Diplomat Room

**Timing Guidelines Open Forum**

Grab lunch and join your colleagues for discussion and questions with NALP's Part V Task Force. Task Force members will provide background information, discuss responses to member feedback, and address questions regarding the results of the provisional adoption of these standards for the 2008-2009 recruiting cycle. This open forum will provide an important opportunity to share information before this conference's business meeting, when the revised NALP Timing Guidelines will be voted on by the membership.

*Michael R. Gotham, NALP President and Director of Recruiting & Retention, Perkins Coie LLP*

*Thomas J. Schoenherr, Part V Task Force Leader and Assistant Dean, Public Interest Resource Center, Fordham University School of Law*  
*Members of the Part V Task Force*

1:45 – 3:15 pm

**CONCURRENT SESSIONS**

1:45 – 3:15 pm — Hampton Room

**Can It Be Done? – Creating a Great Place for Women Lawyers**



**Lawyer Professional Development & Diversity**

Women have been talking about the need for change in law firm structures for years. From these discussions have come a number of creative solutions to address the retention issues that continue to plague law firms. And yet the bar for the "best workplaces" for women is still set too low, resulting in few law firms making the kind of structural changes that meaningfully impact the retention rates for women lawyers. Instead of compiling lists of law firms that meet the minimum criteria, we need to codify and publish the characteristics of firms where women will want to stay, succeed, and thrive. In this interactive session, we will use the findings and recommendations of "The Opt-In Report" and other recent studies to develop a best practices law firm model that promotes the retention of women lawyers and their career success.

*Ida Abbott, President, Ida Abbott Consulting*

*Patricia Gillette, Partner, Orrick, and Founder of the Opt-In Project*

1:45 – 3:15 pm — Executive Room

## Counseling for Public Interest Careers from 1L to Retirement



### Public Service

Seasoned law school career counselors and public interest recruiters will discuss the continuum of public service career counseling, from market entry to retirement. Topics will include best presentation of materials, interviewing, networking, career development, private sector-public sector switching, financing, fellowships and clerkships as career building, and how to return to work after a break. Panelists will also be prepared to address all of your public interest sector career questions.

*Suzanne Lynn Bell, Deputy Director, Legal Recruitment and Outreach, United States Department of Justice*

*Karen V. Comstock, Assistant Dean for Public Service, Cornell Law School*

*Tom Maligno, Director of Public Interest, Touro College  
Jacob D. Fuchsberg Law Center*

*Stuart Smith, Director of Legal Recruitment, New York City Law Department*

1:45 – 3:15 pm — Ambassador Ballroom

## How to Keep Yourself Energized and Engaged



### Member Professional Development

As law firm and law school recruitment professionals, you have mastered the job of taking care of your lawyers and law students. This program will focus on helping you to take care of yourself in order to have the energy to do your job effectively and the enthusiasm to be fully engaged. Topics include: stress vs. burnout; unique challenges for working in a reactive, client service environment; strategies for achieving work-life balance; and goal setting and planning. The session will help participants identify what they enjoy most about their work, seek out new challenges and growth opportunities, and keep themselves motivated and excited about the future.

*Eva Wisnik, President, Wisnik Career Enterprises, Inc.*

1:45 – 3:15 pm — Empire Room

## Gain the Competitive Edge in Lateral Recruiting



### Lateral Recruiting

It seems as if every law firm that recruits laterals is trying to get an edge on the competition – but whether a firm is successful in achieving that edge can be an entirely different story. This program will utilize a step by step, dynamic flow chart in order to explore the nuts and bolts of a successful lateral recruiting strategy, including identification of a specific need, formulating a compelling initial search description, acting quickly on “hot” candidates, effective interviewing skills, and successfully closing deals. Incorporating strategies and suggestions from the law firm and search firm perspectives, this program will challenge you to think about lateral recruiting from a strategic standpoint, including how effective lateral recruiting leads to a healthier and stronger law firm.

*Margie Grossberg, Partner – Global Associate Practice Leader, Major, Lindsey & Africa*

*Ari A. Katz, National Director of Lateral Recruiting, Bingham McCutchen LLP*

*Sheri Michaels, Partner – Global Associate Practice Leader, Major, Lindsey & Africa*

1:45 – 3:15 pm — Palladian Room

## From Hollywood to the Heartland – Best Practices for Large and Small Career Services Offices



### CSO Administration

Career services offices are faced with the enormous task of developing and managing an increasing number of programs and resources. However, the number of resources can vary depending upon the size of the office. In order to be successful, today’s career services professional, whether in a large or small office, must be able to identify critical projects and necessary resources, prioritize tasks, and delegate when appropriate. This program will offer creative strategies for managing this sometimes overwhelming workflow from both a large office and small office perspective. Attendees will come away with proven techniques for ensuring a successful career services program.

*Matt DeGrushe, Assistant Dean for Career Services,*

*University of Southern California Gould School of Law*

*Trisha A. Fillbach, Director of Career Development, Drake University Law School*

1:45 – 3:15 pm — Diplomat Room

## How Employers Can Partner with Law Schools to Improve Diversity



### Diversity

Both law schools and legal employers are working to improve diversity within their respective organizations. But how well are they working together to achieve this common goal? A panel of experts will explore the potential synergies that can be achieved when legal employers and law schools work together to improve their diversity outreach. Panelists will discuss specific diversity programs that involve both employers and schools, as well as some more informal yet innovative methods for working together. The program will focus on what works and what doesn't, and will provide new ideas for working to accomplish this shared goal.

*Lisa Dickinson, Attorney Recruiting & Development Manager, Kirkland & Ellis LLP*

*Arthur Fama, Associate Dean, Benjamin N. Cardozo School of Law*

*Valerie Jensen, Executive Director, Twin Cities Diversity in Practice*

*Maxine Williams, Director of Diversity Programs, White & Case LLP*

1:45 – 3:15 pm — Governor's Boardroom

## Leadership from Every Angle: Identifying Leaders and Developing Leaders



### Lawyer Professional Development

Extreme jobs and unrelenting expectations keep lawyers focused on clients and work, but to compete effectively in a global marketplace, firms need strong leadership. Yet many face a "leadership gap." With the Boomer exodus upon us, firms' leaders, rainmakers, cultural icons, and champions of firm values are headed toward retirement. Who will replace them? This session will address the key issues in identifying a new generation of leaders and ways to help them develop the full range of skills they will need to effectively lead their firms. We will discuss challenges and practical strategies linked to identifying, developing, measuring, and nurturing leadership skills. We will discuss creative approaches such as emerging leaders programs, use of psychological inventories to identify leadership traits, coaching, and upward and 360 reviews.

*Susan G. Manch, Principal, Shannon & Manch LLP*

*Kathleen E. Post, Consultant, Leadership Coach, Shannon & Manch LLP*

1:45 – 3:15 pm — Capitol Room

## E-mail Styles and Strategies



### Member Professional Development

During this interactive discussion, you will learn practical ways to improve your e-mail correspondence. You will discover which of the six dominant e-mail styles is your own – and what messages each of those styles sends. We will also discuss ways to get people to open and read your e-mails to speed turnaround. We'll then cover the most common mistakes in e-mail that your spell checker won't catch. We will discuss your questions and apply these techniques to the types of e-mails you most often write.

*Ross Guberman, President, Legal Writing Pro LLC*

1:45 – 3:15 pm — Embassy Room

## Recruiting 101



### Recruiting

While there is no replacement for on-the-job training, this program is the next best thing. Designed for newcomers to the lawyer recruiting field, participants will learn the nuts and bolts of the full recruiting year including a breakdown of the four seasons, ongoing "umbrella" responsibilities, lateral hiring, budgeting, information tracking, and much more. In-depth discussion of the full recruiting process will cover on-campus registrations, on-campus interviews, callback interviews, the offer process, and follow-up. Learn how to plan and implement a successful summer program, and leave the session with the confidence and expertise needed to immediately increase your contribution to your team and your employer. Attending this session will have you well on your way to becoming a subject matter expert in legal recruiting!

*Vanessa L. Dobson, Firm-wide Recruiting Manager, McDermott Will & Emery LLP*

*Erin L. Springer, Senior Manager, Firmwide Attorney Hiring, Alston & Bird LLP*

1:45 – 3:15 pm — Blue Room

## Turning Chaos into Opportunity: Managing Student Expectations and Ensuring CSO Resiliency in an Economic Downturn



### Counseling

We have all been captivated by headlines. As global economics change, so do our priorities. How is your work in the career services office affected when there is an economic downturn? This program will present options you may not have considered that will help you to remain effective in this recessionary cycle. We will suggest ways to work with students and alumni during an economic downturn and to manage expectations of law school stakeholders. You will also learn to employ creative strategies to transform adversity into opportunity.

*Amee McKim, Legal Recruiting Director, Hunton & Williams LLP*

*Pam Occhipinti, Director, Career Services, Loyola University New Orleans College of Law*

*Gina D. Rowsam, Assistant Dean for Professional & Career Development, Oklahoma City University School of Law*

1:45 – 3:15 pm — Senate Room

## Winning Presentations and Communications



### Member Professional Development

This dynamic, interactive program provides tools to sharpen presentation and communication skills and to develop a natural speaking style. Learn to master voice, body, and words to make an impact. Whether leading an orientation, a group activity, or conducting an interview, you will benefit from guidance on the critical elements of a successful presentation. Learn the five biggest mistakes that presenters make and how to avoid them. This fast-paced, experiential workshop will teach you how to manage your anxiety, develop dynamic delivery skills, gain confidence, and connect with your listeners. Practice and coaching feedback provided.

*Brent Baer, President, Baer Essentials*

1:45 – 3:15 pm — Congressional A

## Training for New Lawyers: The Skills to Succeed in a Law Firm Environment



### Lawyer Professional Development & Law Student Professional Development

Firms make huge investments in training students as they transition from law school to law firm, whether during the summer or as first-year associates. How can you ensure your training programs address the true needs and skills of this population? We will examine the experiential background commonly found in this incoming group based on surveys of different firms from around the country. We will then examine the steps to success

to ensure that these new lawyers are not just skilled legal technicians, but have the skills to flourish professionally in the law firm environment.

*Kristine L. Collins, President, Collins Consulting Group*

1:45 - 3:15 pm — Congressional B

## Associate Deferrals and Public Interest Placements: New Challenges and New Opportunities



### Recruiting & Public Service

### **HOT TOPIC!**

Recently, a number of law firms have announced programs that allow deferred entering associates to work in the public interest for a period of time, with funding. If your law firm is considering – or has established – a public interest placement program for deferred first-year associates, seize this unique and important opportunity to hear from the partner organizations that are critical to making these programs work: public interest law offices. Just as in the law firm community, public interest organizations are facing extraordinarily difficult staffing and resource challenges because of the economy. If firms work closely with public interest organizations, these associate placement programs could provide terrific benefits to both sides. But in order to achieve this success, firms must understand the complicated climate that public interest organizations currently operate in. In many cases, simply providing a willing body and a stipend may not be not enough. Join this panel of public interest leaders for a candid dialogue about how these associate deferral programs can really make a difference.

*Steve Grumm, Director of Public Service Initiatives, NALP – Moderator*

*Reena Glazer, Assistant Director, Law Firm Pro Bono Project, Pro Bono Institute*

*Karen Sarjeant, Vice-President for Programs and Compliance, Legal Services Corporation*

*Don Saunders, Director, Civil Legal Services, National Legal Aid & Defender Association*

3:15 – 3:45 pm — Regency Ballroom

## Snack Break

*NALP thanks David Carrie, LLC for sponsoring this refreshment break.*

3:45 – 5:00 pm

**CONCURRENT SESSIONS**

3:45 – 5:00 pm — Embassy Room

**A Report on the New Guide to Student Practice Rules: Boosting Practical Skills Training in Government and Public Interest Settings****Public Service**

Each year, students gain practical experience by representing clients in law school clinics, through government and public interest employment, and through pro bono activities. Their activities are governed by local Student Practice Rules. The rules must be understood by career counselors, professors, and supervising lawyers, but this task has become difficult with the growing trend toward broadening and permitting exceptions to the rules, and with increased student mobility. This program will introduce the new *Guide to Student Practice Rules*, the definitive resource on the background, current status, and proposed revisions to each state's rule. Speakers will de-mystify the topic and offer suggestions for using Practice Rules to enhance experiential learning for students, and to increase the provision of legal services for under-represented populations.

*Tom Maligno, Director of Public Interest, Touro College*

*Jacob D. Fuchsberg Law Center*

*Barbara Mulé, Chief of Staff to the Deputy Chief*

*Administrative Judge for Justice Initiatives, New York State Unified Court System*

*Paula Nailon, Assistant Dean for Professional*

*Development, The University of Arizona, James E. Rogers College of Law*

3:45 – 5:00 pm — Capitol Room

**The 21st Century Lawyer: New Models for Practicing Law****HOT TOPIC!****Hot Topics**

Much has been made of the legal profession's struggle to find and sustain workplace balance and fulfillment. Until recently, the discussion has focused on fairly superficial measures, such as introducing flexible schedules and job sharing. Unfortunately, this approach only treats the symptoms. The newest generation of young lawyers has very different expectations, and law firm leaders are struggling to understand how to attract and motivate them. At this session we will discuss more systemic changes, non-traditional career paths, the effects of alternative arrangements on recruitment and retention, and the benefits and trade-offs of alternative models.

*Carole Silver, Executive Director, Center for the Study of the Legal Profession, and Visiting Professor,*

*Georgetown University Law Center – Moderator*

*Audrey Bracey Deegan, Director, Deloitte Consulting LLP*

*Deborah Epstein Henry, Founder & President, Flex-Time Lawyers LLC*

*Mehul Patel, EVP, Corporate Development, Axiom*

3:45 – 5:00 pm — Ambassador Ballroom

**Taming the E-mail Beast: Key Strategies for Managing Your E-mail Overload****Member Professional Development**

It seems that every day, managers and professionals are getting buried deeper and deeper under a continuing stream of both useful and useless e-mail. Without a system for getting "control of the e-mail beast," many people spend much of their work (and personal) time spinning wheels and feeling highly unsatisfied, simply due to too much e-mail coming too fast with no place for it to go. If you would like to get control of your e-mail "beast," you should attend this program. Finally feel on top of your e-mail, rather than feeling it is on top of you.

*Randall F. Dean, Speaker/Writer/Trainer, Randall Dean Consulting & Training, LLC*

3:45 – 5:00 pm — Empire Room

## Effectively Counseling Lawyers Through a Career Crisis



### Counseling

Whether you are counseling lawyers at your firm, law school alumni, or second-career law students, you may find yourself in the position of dealing with individuals experiencing a real or perceived career crisis – a situation where individuals express panic or anxiety about their prospects for future employment or success in their current jobs. The causes can be varied, but there are several key counseling techniques, strategies, and job-search resources counselors can employ to provide comfort, reassurance, and concrete next steps that produce results. Learn about novel legal career counseling resources and discover how to link a candidate's background and aspirations to specific employers and opportunities through case studies and profiles.

*Richard Hermann, Consultant, Thomson Reuters*

*Edward Honnold, LICSW, Transitions Services*

*Matthew Louis Pascocello, Assistant Director, Marketing & Alumni Counseling, American University Washington College of Law*

*Marilyn Tucker, Director of Alumni Career Services, Georgetown University Law Center*

3:45 – 5:00 pm — Blue Room

## Building a Winning Team: How to Recruit, Develop, and Retain Your Staff



### Management

Your ability to succeed and contribute to your law office or law school often depends on your ability to find and grow the best new talent for your own team! If you hire and are responsible for developing your staff, join this panel of experienced professionals from the law firm and law school sides to share practical insights about how you can recruit and retain high-performing teammates. This session will be interactive, so use it to test your ideas, ask questions, and get input for your team-building concerns. Valuable for all who make hiring decisions and manage a local, regional, or national staff.

*Elizabeth Armour, Director of Employer Relations, Suffolk University Law School*

*Jolie Blanchard, Global Director of Recruiting, Jones Day*

*Esther G. Rodriguez, Firmwide Entry-Level Recruiting Manager, Holland & Knight LLP*

*Carolyn M. Wehmann, Principal, Carolyn Wehmann Consulting*

3:45 – 5:00 pm — Hampton Room

## Career Advising and Recruitment of Overlooked Populations: Working with GLBT, Disabled, and Second-Career Law Students



### Diversity

This moderated panel will guide participants in considering the diverse, and often overlooked, audiences of placement and recruitment programs. Panelists will share their experiences, both successes and lessons learned, from advising and recruiting law students from the GLBT, disabled, and second-career communities. Participants will leave with a new framework for developing and evaluating programming from the perspective of these diverse populations, as well as concrete ideas for developing programs that both include and attract members of these diverse communities.

*Joel Chanvisanuruk, Associate Director, Career Planning & Professional Development, Washington and Lee University School of Law – Moderator*

*Mary Birmingham, Assistant Dean for Career & Professional Development, The University of Arizona, James E. Rogers College of Law*

*Kimm Alayne Walton, Author*

*Sari Zimmerman, Director of the Office of Career & Professional Development, UC Hastings College of the Law*

3:45 – 5:00 pm — Governor's Boardroom

## How to Turbo-Charge Your Online Job Postings to Recruit Top Candidates



### Recruiting

If you are like most employers, you utilize your website to post job openings. Despite not having to pay by the word, most job postings are short, generic, and uninspiring (e.g., "Seeking litigators with 3 years of relevant experience – please send resume."). You can easily fix this by learning a powerful and simple three-step system for creating excellent online job postings. The result? Imagine attracting better, more qualified candidates. This interactive and entertaining program not only teaches you this system, but gives you concrete instructions on how to effectively obtain the assistance of the partners requesting the search. You will receive handouts and templates to help you best implement what you've learned.

*Dyana Pinkerton Barninger, Manager of Associate Development and Recruitment, Cadwalader, Wickersham & Taft LLP*

*Dan Binstock, Managing Director, BCG Attorney Search*

3:45 – 5:00 pm — Executive Room

## Long Distance (Recruitment) Relationships: Helping Your Students Keep the Spark Alive



### Counseling

Do you have students who've left their hearts in San Francisco but live in Newark? Living in Wichita but leaving on a jet plane for that job that's somewhere out there? This diverse panel will share effective recruitment initiatives, networking techniques, and student counseling methods for building recruitment relationships from a distance. Topics will include building institutional relations with long-distance employers, creating productive recruitment initiatives, and giving constituents the tools they need to tackle the long-distance search. Participants will bring home plans and priorities for expanding global recruitment relationships. You'll be singing "ain't no mountain high enough" in no time!

*Karen R. Britton, Director of Admissions, Financial Aid and Career Services, University of Tennessee College of Law*  
*William A. Chamberlain, Assistant Dean for Career Strategy & Advancement, Northwestern University School of Law*  
*Matt DeGrushe, Assistant Dean for Career Services, University of Southern California Gould School of Law*  
*Skip Horne, Global Recruiting Manager, Latham & Watkins LLP*  
*Elaine T. Petrossian, Assistant Dean for Career Strategy & Advancement, Villanova University School of Law*

3:45 – 5:00 pm — Palladian Room

## Revitalizing Your Law Student Programming



### CSO Administration

Is your programming stale? Does your budget limit the types of programs you're able to present? Is student participation in programming declining? Are your 1Ls bombarded with programming while your 2Ls and 3Ls have little or nothing to attend? If you answered "YES!" to any of these questions, come to this interactive session to discuss and find answers to your programming dilemmas. Learn how to revive your programming, use other constituents (staff, faculty, alumni) to promote your presentations, get great ideas on a budget, and make sure your 2Ls and 3Ls are not left out of the programming loop.

*Kimberly R. Kass, Associate Director of Career Planning, Valparaiso University School of Law*  
*Natalie C. Kijurna, Associate Director of Career Planning, Valparaiso University School of Law*

3:45 – 5:00 pm — Diplomat Room

## Moving Up, Continuing in Your Current Job, Changing Departments, or Acquiring New Responsibilities within a Law School



### Member Professional Development

Where is my next job? Do I need one? Professional development opportunities for experienced law career services professionals who prefer to remain within the law school structure can be difficult to identify. We often wonder how to make the next professional move, acquire new responsibilities, or whether we should continue in our current post. Specifically, we wonder how to position ourselves in order to develop or acquire the necessary experience, skills, or seniority to be considered for promotional or new opportunities. This panel will feature a group of experienced NALP law career services professionals who will each share their perspectives and advice on moving up, changing departments, acquiring new responsibilities, or continuing in your current job within the law school.

*José Bahamonde-González, Associate Dean for Administrative Affairs and Student Services, University of Maryland School of Law – Moderator*  
*Marcy Cox, Assistant Dean for Career Planning, University of Miami School of Law*  
*Gail G. Peshel, Assistant Dean for Students and Acting Director of Career Services, University of Notre Dame Law School*  
*Abbie Willard, Associate Dean, Career Services & Public Initiatives, The University of Chicago Law School*

3:45 – 5:00 pm — Congressional B

## Recruiting for International Offices: The Basics



### Lateral Recruiting & Recruiting

More firms are growing in size and opening offices in countries around the globe, extending recruiting efforts internationally. As recruiting professionals, we must understand the processes, laws, and cultural differences that affect recruiting and hiring lawyers abroad for US-based law firms. Presenters will describe some key differences in recruiting lawyers from several countries in Europe as well as in China, India, the Middle East, and Latin America. Topics covered include differences in the education systems, entry-level hiring, lateral hiring, marketing, and due diligence.

*Adam Michael Becker, Attorney Recruiting Manager, Skadden, Arps, Slate, Meagher & Flom LLP*  
*Nancy Berry, Director of Legal Recruiting, McDermott Will & Emery LLP*  
*Vanessa L. Dobson, Firm-wide Recruiting Manager, McDermott Will & Emery LLP*  
*Mary F. Maher, Researcher and Co-Developer of the International Directory of Legal Qualification, The NALP Foundation for Law Career Research and Education*

3:45 – 5:00 pm — Senate Room

**Teaching Professionalism to the Small-/Mid-sized Firm New Lawyer: An Opportunity for School-Employer Partnerships**



**Lawyer Professional Development & Law Student Professional Development**

This program will focus on small-/mid-sized law firms and smaller public sector and government employers that do not have internal professional development personnel or structured professional development programs, and how law schools can better partner with these employers on professional development issues. Topics will include discussion of the professional development needs and resources of these employers and the steps law schools can take to meet and/or supplement these needs.

- Michael J. Ende, Assistant Dean for Career Services, Hofstra University School of Law*
- Phillip Leiser, Partner, Leiser, Leiser & Hennessy, PLLC*
- Rachel J. Littman, Assistant Dean for Career Development, Pace University School of Law*

3:45 – 5:00 pm — Congressional A

**Tools for Constructive Conversations Across Differences**



**Diversity & Member Professional Development**

What happens when: Your comments or suggestions in a meeting are repeatedly ignored while those of others are heartily endorsed? A colleague says or does something inappropriate, insensitive, or offensive and no one says anything? A person of color fears that he's not getting good assignments or informal mentoring that he sees other colleagues getting? These types of events occur frequently, but most people feel uncomfortable or unable to respond. Rather than feeling like you are always walking on eggshells, develop tools in this seminar to initiate constructive conversations that will result in more productive work relationships, especially across differences.

- Mitchell Karp, Partner, VallotKarp*
- Angela Vallot, Partner, VallotKarp*

5:00 – 6:00 pm — Congressional B

**Section/Task Force/Committee Chair Training**

7:30 – 10:30 pm — see transportation information below

**Member Celebration: Exploring Washington Through Art and Sound**

**Transportation:** Buses will begin departing from the Parkview exit of the Omni Shoreham (near the Blue Room) at 7:00 pm and continue circulating between the Shoreham and the Portrait Gallery until 10:30 pm. *For those wishing to travel to or return from the Member Celebration on their own:* The Smithsonian National Portrait Gallery and American Art Museum are conveniently located above the Gallery Place-Chinatown Metrorail station (Red, Yellow, and Green lines). When exiting the Metro take the Portrait Gallery exit at 9th and F Streets. **Whether you travel on one of the buses or on your own, remember to take your conference badge – it's your ticket for admission to the Member Celebration!**

Join your colleagues for this rare and unique opportunity to explore the Smithsonian National Portrait Gallery and American Art Museum without the tourist crowds. Recently renovated, the space shared by these two museums is one of Washington's oldest public buildings and a National Historic Landmark. You will enjoy fine dining and beverages both in the building's Great Hall and under an elegant glass canopy in the building's enclosed courtyard. This will truly be a unique Washington experience thanks to the generous support of SJL Attorney Search.

*Meeting Members at the Member Celebration:* Are you looking for a chance to meet new friends? Are you interested in finding a welcoming group of colleagues in the crowd with whom to enjoy the National Portrait Gallery and American Art Museum? You are invited to join a group organized by the NALP Experienced Professionals Section for the annual Member Celebration. To join experienced and newer professionals alike, sign up on the sheet at the member bulletin board in the conference registration area. Then plan to meet at the hotel at 7:30 and head over in the shuttle bus together. *Meet at the hotel lobby in the lounge, which is in front of the Marquee Bar and Lounge and opposite the front desk.*



*NALP thanks  
SJL Attorney Search  
for its generous  
sponsorship of this event.*

## Thursday, April 2

7:00 am – 3:00 pm — West Registration/Regency

### Registration and Resource Center Open and Ballot Pick-up

Primary voting NALP members may pick up their ballots for the Friday vote on the proposed changes to NALP's Principles and Standards from the registration desk today or on Friday morning between 8:00 - 9:30 am in the Blue Prefunction Room (just outside the Business Meeting location).

7:00 am

### Rise and Shine to Run or Walk

Fun Run or Walk in Rock Creek Park! The hotel is adjacent to one of DC's largest parks – Rock Creek Park. This urban oasis extends 12 miles from the Potomac River to the border of Maryland and is a favorite place for Washingtonians to run, walk, and bike. Come and get your morning's exercise and meet other NALPers – all before breakfast! Join Dan Conway, Attorney Recruitment & Development Manager in the DC office of Paul, Weiss, Rifkind, Wharton & Garrison LLP, and other conference attendees for either a walk or run option. *Meet at the hotel lobby in the lounge, which is in front of the Marquee Bar and Lounge and opposite the front desk.*

7:30 – 9:00 am — Regency Ballroom

### Continental Breakfast in the Resource Center

7:45 – 8:45 am — Diplomat Room

### Town Hall

Grab your breakfast and join fellow members for NALP's annual Town Hall meeting. This forum is a time for a candid dialogue with each other and with NALP Board members about current events and issues.

7:45 – 8:45 am — Empire Room

### Roundtable Breakfast for Newer Professionals & Experienced Professionals

Attention members of the Experienced Professionals and Newer Professionals Sections! Join your fellow Experienced and Newer Professionals at a roundtable discussion over breakfast between members from both schools and employers. Tables will be designated by pre-selected topics that should provide opportunities for lively discussion and friendly debate. Topics will include counseling difficult students, prioritizing and project management, gathering data for statistical purposes, learning the legal profession as a non-lawyer, and managing the expectations of law students and summer associates, among many others. You are sure to come away with several new ideas – and new friends!

9:00 – 10:15 am

## CONCURRENT SESSIONS

9:00 – 10:15 am — Executive Room

### Best Practices for Implementing the New Timing Guidelines

**HOT  
TOPIC!**

Hot Topics

Many NALP members changed internal management processes in response to the 2008-2009 provisional adoption of the revised NALP Timing Guidelines. What was learned from this experience? What methods and tools worked best? In this interactive session with members of the Part V Task Force, we will discuss best practices for tracking candidate information and decision deadlines and for communicating with students.

*Elizabeth Armour, Director of Employer Relations, Suffolk University Law School*

*Norma Cirincione, Director of Legal Personnel, Cleary Gottlieb Steen & Hamilton LLP*

*Gihan Fernando, Assistant Dean for Career Services, Georgetown University Law Center*

*Thomas J. Schoenherr, Assistant Dean, Public Interest Resource Center, Fordham University School of Law*

*Charlotte Wager, Partner, Director of Professional Development, Jenner & Block LLP*

9:00 – 10:15 am — Blue Room

### Best Practices in Law Student Professional Development



Law Student Professional Development

If you are seeking to enhance or expand your PD or professionalism curriculum, this is the program for you! This session will present data collected from over 40 law schools by the Professionalism Standards and Curricula work group, representing best practices in professional development and professionalism programs. Join in this interactive program as the speakers share some of the most innovative and successful PD and professionalism practices currently in place.

*Heather Karns, Assistant Dean for Law Career Services and Alumni Affairs, University of Toledo College of Law*

*Nancy Lochner, Director of Career Services, Hamline University School of Law*

9:00 – 10:15 am — Diplomat Room

**Opportunities for Legal and Law-Related Positions in Associations**



**Counseling**

Across the US, there are more than 190,000 jobs associated with business and professional associations. Which of these are potential opportunities for law students? How can they learn about such positions and effectively target appropriate employers? Taking advantage of the conference location in Washington, DC, the city with the highest concentration of associations in the US, we will hear from lawyer panelists working in a variety of legal and law-related positions within associations. We will learn what kind of associations exist, how these organizations are structured, what opportunities exist for law students and lawyers therein, what skills associations are seeking, what resources are useful for the association job-seeker, and how schools can work with these organizations to assist in their recruiting efforts.

- Traci Mundy Jenkins, Director, Office of Career & Professional Development, American University Washington College of Law – Co-moderator*
- Matthew Louis Pascocello, Assistant Director, Marketing & Alumni Counseling, American University Washington College of Law – Co-moderator*
- Rawle Andrews, Jr., Managing Attorney, AARP Legal Counsel for the Elderly*
- Deborah House, Vice President and Deputy General Counsel, Association of Corporate Counsel*
- Michelle Sara King, Manager, External Relations – U.S., International Trademark Association*
- Edward Krauze, Vice President of Public Policy, Greater Capital Area Association of Realtors*

9:00 – 10:15 am — Capitol Room

**The Cycle of Lateral Associate Recruiting**



**Lateral Recruiting**

Explore the lateral associate hiring process from start to finish by joining us for this information-packed session presented by lateral recruiting professionals from a large, multinational firm and a smaller, regional firm. The presenters will share ideas on selecting interviewers, managing post-interview communication with candidates and search firms, and facilitating the offer process. They will give an overview of the various due diligence procedures firms utilize, from checking conflicts and ensuring current licenses, to exploring potential issues that might be found on the Internet. The presenters will also address ways that law firm recruiters can effectively control their relationships with and reduce their reliance on search firms.

*Beth Fuson, Washington Legal Careers, LLC*

9:00 – 10:15 am — Palladian Room

**Beyond Article III – Clerkships with Administrative Law Judges**



**Judicial Clerkships**

Administrative Law Judge clerkships provide a world of opportunities for law graduates! More than 31 federal agencies have Administrative Law Judges (ALJs), including the Social Security Administration, the National Labor Relations Board, the Securities and Exchange Commission, the Federal Energy Regulatory Commission, the Mine Safety and Health Review Commission, and the National Transportation Safety Board. State governments also often have numerous ALJs. Many of these judges hire recent law graduates as judicial law clerks. Hear from a panel of judges and law clerks about how your students can identify and land these great clerkships.

- Sheila K. Driscoll, Director of Judicial Clerkships, The George Washington University Law School – Moderator*
- Chuck Adkins-Blanch, Board Member, Board of Immigration Appeals*
- Joshua N. Epstein, Associate, Wallace King Domike & Reiskin, PLLC, and former Judicial Law Clerk, Environmental Protection Agency, Office of Administrative Law Judges*
- Jaclyn West, Associate, Ford & Harrison LLP, and former Clerk, Employees' Compensation Appeals Board*

9:00 – 10:15 am — Congressional A

**Diversity Success Beyond the Bright Lights of the Big City – It Is Possible**



**Diversity**

Diversity challenges can be even more difficult in small or mid-sized legal markets. Many minority law students start their careers in larger cities. If you work for a law school or law firm that is not in one of those major markets, what specific initiatives can you adopt that will make a difference? In this session, we will discuss best diversity practices for smaller markets, including minority scholarship and placement programs, mentoring, and shared client/firm summer programs. In addition, we will brainstorm together as a group about other effective strategies and programs that have worked in a variety of smaller markets.

- Kimberly S. Amrine, Director of Diversity & Member, Frost Brown Todd LLC*
- Mina Jones Jefferson, Assistant Dean of Professional Development, University of Cincinnati College of Law*
- Karen M. Laymance, Director of Attorney Recruitment and Development, Frost Brown Todd LLC*

9:00 – 10:15 am — Hampton Room

**Down and Out in Law School: Identifying and Coaching Students with Depression**



**Counseling**

Career service professionals are frequently faced with the challenge of going beyond providing students with career guidance when they must address underlying emotional issues. In particular, they often find themselves called upon to counsel students struggling with depression. Research has shown that law students can experience a decline in mental health during the first year in law school that can continue well beyond graduation and into their practice years. Through interactive discussion and case study, participants will explore current counseling models, learn to recognize the signs of depression, identify counseling limitations, and be empowered to set boundaries. Participants should leave better equipped to assist students in crisis.

- Gwendolyn L. Ferrell, Associate Director of Career Services, Louisiana State University Paul M. Hebert Law Center*
- Victor Charles Massaglia, Career Advisor, University of Minnesota Law School*
- Jennifer Powell, Assistant Dean for Career Services, West Virginia University College of Law*

9:00 – 10:15 am — Governor’s Boardroom

**The Mess Called MCLE: Tips and Best Practices for Managing Continuing Legal Education Rules and Regulations at Your Firm**



**Lawyer Professional Development**

Currently 43 jurisdictions mandate Continuing Legal Education requirements for lawyers. Law firm career professionals are often involved in interpreting, applying for, and coordinating CLE guidelines and credits not only for in-house training programs, but for client programs, videoconferences, webcasts, and other delivery methods. Complying with the range of requirements for accreditation can be burdensome and confusing. This program will provide a nuts and bolts approach to managing the CLE process for your firm. The presenters offer their unique background as former CLE providers and current in-house managers to help explain and provide advice on the range of issues involved with CLE. The presenters will provide substantive handouts and checklists that you can take back to your office and put to use!

- Olivia Freeman, Firmwide Attorney Development Coordinator, Akin Gump Strauss Hauer & Feld LLP*
- Margaret Halewski, Professional Development Manager, Wiley Rein LLP*

9:00 – 10:15 am — Congressional B

**Everything You Need to Know to Advise Students on the Federal Security Clearance and Suitability Adjudication Process**



**Public Service**

A panicked-looking student appears in your doorway. She’s been offered a terrific position with the federal government, but the offer is contingent upon her having a background investigation favorably adjudicated for suitability and a security clearance. She’s anxious because although she’s never robbed a bank, she does have one past indiscretion that could come back to haunt her. Will she lose the job? Law students often have questions and concerns about what the security clearance and suitability adjudication processes entail. Attend this session to learn about both.

- Michelle Cotter Richards, Professional Development Advisor, The George Washington University Law School – Moderator*
- Brooke Bohnet, Associate Manager, Education and Outreach Partnership for Public Service*
- Rena Cervoni, Assistant Director, United States Department of Justice – Office of Attorney Recruitment and Management*
- Kim Reid, Operations Branch Chief, United States Department of State – Office of Personnel Security and Suitability*

9:00 – 10:15 am — Empire Room

**Introduction to the Business and Economics of Law Firm Practice**



**Member Professional Development**

Sophisticated students dig below the surface of prospective employers, often inquiring about the financial condition of a law firm, how a firm’s partnership and compensatory structures (e.g., non-equity partners, lockstep compensation) impact the practice and associate life, and the business development expectations of new lawyers. Other students should be taught the importance of these factors. Both groups rely on their career counselors for guidance on these matters. This program introduces financial drivers of law firms, different types of partnerships and resulting expectations of lawyers, and how counselors can easily assess the performance of many law firms based on public information. This is a command performance of the popular 2008 presentation in Toronto.

- Diane Downs, Firmwide Manager, Attorney Development, Paul Hastings*
- Bruce Elvin, Associate Dean, Duke University School of Law*

9:00 – 10:15 am — Senate Room

## The NALP/Street Law Diversity Pipeline Program



### Diversity

This session will provide a snapshot of NALP's newest diversity initiative, the NALP/Street Law Diversity Pipeline Program that pairs participating law firms and law schools with local high schools to teach diverse students about the law and legal careers. Research in career choice and counseling psychology has suggested that in order to encourage young people to pursue a particular career, you must provide them with several things: career pathway education, career role models, social support and persuasion, and a chance to experience and enjoy career-related tasks. The NALP/Street Law Diversity Pipeline Program is designed to address all of these research-based factors. Attend this session to hear pilot year program participants discuss their experiences in the program and learn more about how you can participate in the program in the future.

*Lee Arbetman, Director of US Programs, Street Law, Inc.*  
*Lisa Dickinson, Attorney Recruiting & Development Manager, Kirkland & Ellis LLP*  
*Robert E. Kaplan, Associate Dean for Career Services and Public Service Initiatives and Director of Externships, William & Mary School of Law*  
*James Leipold, Executive Director, NALP*  
*Amee McKim, Legal Recruiting Director, Hunton & Williams LLP*  
*Kisha Nunez, Manager of Recruiting and Diversity, Wachtell, Lipton, Rosen & Katz*

9:00 – 10:15 am — Ambassador Ballroom

## Using Psychological Type Principles in Counseling



### Counseling

Whether you work for a legal employer or for a law school, an in-depth knowledge of psychological type can help you become a more effective counselor. This session will explore the ways in which type can inform your approach to counseling law students and coaching associates. Through group discussion and exercises, we will move beyond the basics to talk about direct and specific applications of type theory to counseling and coaching. *Participants should already be familiar with the principles of the Myers Briggs Type Indicator and be ready to apply them.*

*Lisa Abrams, Director of Career Services, The University of Chicago Law School*  
*Ann Rainhart, Director of Legal Personnel and Professional Development, Faegre & Benson LLP*

9:00 – 10:15 am — Embassy Room

## A Candid Discussion on the Role of Pro Bono in the Hiring Process



### Public Service

To what extent does a robust law firm pro bono program affect the recruitment, training, and retention of law school graduates? Do law firm recruiting and pro bono departments and law school career services and public interest offices market firms' pro bono efforts effectively to prospective hires? In an uncertain economy and a tight job market, can law students and laterals afford to ask about pro bono opportunities in the interview process? Do firms value students and new associates committed to public service? Join us for an interactive discussion that explores these questions from both the law firm and law school perspective.

*Melanie L. Kushnir, Assistant Staff Counsel, ABA Center for Pro Bono – Moderator*  
*Arthur Fama, Associate Dean, Benjamin N. Cardozo School of Law*  
*Skip Horne, Global Recruiting Manager, Latham & Watkins LLP*  
*Suma V. Nair, Associate, Goulston & Storrs*  
*Steven H. Schulman, Pro Bono Partner, Akin Gump Strauss Hauer & Feld LLP*

10:15 – 10:45 am — Regency Ballroom

## Coffee Break

10:45 am – 12:15 pm

## CONCURRENT SESSIONS

10:45 am – 12:15 pm — Senate Room

## De-Mystifying Upward Feedback and 360 Degree Reviews



### Lawyer Professional Development

Have you ever thought of implementing an upward feedback or 360 degree review program at your firm? Are you overwhelmed by it all and afraid to even bring up the subject with your firm leaders? This program is for you. We will cover the benefits and objectives of an effective program; the design elements; the logistics and the practical side of actually making it work; how to manage the follow-up; the importance of a solid communications strategy; and the all important lawyer buy-in.

*Diane M. Costigan, Executive Coach, Consultant & Trainer, Firm Leader Inc.*  
*Tim Leishman, Managing Director, Firm Leader Inc.*

10:45 am – 12:15 pm — Governor’s Boardroom

**Virtual Realities – Will You Byte?**



**Member Professional Development & Recruiting**

The I-Generation (or Internet Generation) was born into a virtual world. To best reach and recruit members of this generation, we should consider entering this virtual reality. Law firms and universities have already “byten” and are building offices in virtual worlds such as Second Life. This session will examine how corporations worldwide are embracing and integrating this technology into their communications, marketing, and recruiting strategies. Will legal employers AND law students be prepared to engage and compete?

*Rhonda Beassie, Assistant Dean for Career Development, University of Houston Law Center*  
*Gina D. Rowsam, Assistant Dean for Professional & Career Development, Oklahoma City University School of Law*

10:45 am – 12:15 pm — Executive Room

**Law Firm Programs for Firm Alumni: What, Why, and How**



**Management**

More and more law firms have begun to recognize their long-term interest in taking proactive steps to maintain good relations with lawyers who leave. This session will describe the range of strategies firms have put into place to assist and stay in touch with their “alumni” at all career stages and what resources firms turn to in developing such a program. In addition to providing real-world examples, the panel will discuss why firms take the initiative to develop these programs, what results are produced, and how these programs relate to other firm initiatives.

*Irena McGrath, Chief Associate Recruitment Officer, Hogan & Hartson LLP*  
*Julie Mulhern, Alumni Manager, Kirkland & Ellis LLP*  
*Kate Neville, Founder, Neville Career Consulting, LLC*  
*Danielle Purfey, Alumni Program Administrator, Skadden, Arps, Slate, Meagher & Flom LLP*

10:45 am – 12:15 pm — Ambassador Ballroom

**The Doctor Is In, 5 Cents Please: Counseling Techniques Even Lucy Would Love**



**Counseling**

As career counselors, whether at schools or firms, we often tap into our inner Lucy Van Pelt to provide our clients with counseling. While many of us are trained to do so, others may be “winging it” more than they’d like. This presentation will help attendees better understand and use practical counseling techniques. We will provide a brief overview of counseling theory and strategies, then demonstrate two specific counseling techniques: solution focused brief therapy and motivational interviewing. Attendees will have a chance to practice these techniques during the program and will bring home materials to encourage further learning and practice.

*David M. Diamond, Director, Center for Career Strategy and Advancement, Northwestern University School of Law*  
*Elizabeth K. Peck, Director of Career Services, Cornell Law School*  
*Elaine T. Petrossian, Assistant Dean for Career Strategy & Advancement, Villanova University School of Law*

10:45 am – 12:15 pm — Congressional B

**Leaders Address Diversity Challenges**



**Diversity**

Employers invest time and money showing their commitment to diversity by creating diversity committees, hiring diversity managers, funding diversity fellowships, and participating in diversity job fairs and conferences. But what is behind the website narratives? How do employers overcome the hurdles? How can the individuals with the power and influence in the organization – managing partners, department and practice group leaders, office managing partners, executive directors – lead the diversity charge in meaningful ways? Demands from clients and management issues require attention, and the diversity mantle is often passed to recruiting, HR, and diversity professionals. Panelists answer the tough questions on handling diversity challenges and field questions from the audience.

*Veta T. Richardson, Executive Director, Minority Corporate Counsel Association – Moderator*  
*Carmine Boccuzzi, Jr., Partner and Chair, Diversity Committee, Cleary Gottlieb Steen & Hamilton LLP*  
*Patricia Coats Jessamy, State’s Attorney for Baltimore City*  
*Karl Racine, Managing Partner, Venable*  
*Frank H. Wu, Former Dean and Professor of Law, Wayne State University Law School, and Visiting Professor of Law, University of Maryland School of Law*

10:45 am – 12:15 pm — Diplomat Room

**Onboarding: Lateral Partner and Associate Integration**



**Lateral Recruiting & Lawyer Professional Development**

Lateral hiring is both time-intensive and costly, yet often firms fail to protect their investment by neglecting to follow through on the all-important final step in the process – effective integration. Setting laterally hired lawyers up for success creates a win-win scenario for both firm and lawyer, but integration takes time, careful planning, and lawyer commitment. This interactive panel discussion will draw on the experiences of two seasoned law firm professionals who are responsible for lateral hiring and integration, a search firm professional who can offer external perspectives on hiring and integration practices at a range of firms, and a consultant who helps firms develop effective integration strategies.

- Anne Bowen, Chief Partner Integration Officer, Hogan & Hartson LLP*
- Susan G. Manch, Principal, Shannon & Manch LLP*
- Martha Ann Sisson, Principal, Garrison & Sisson, Inc.*
- Caren Ulrich Stacy, Director of Professional Development, Arnold & Porter LLP*

10:45 am – 12:15 pm — Capitol Room

**Public Service Loan Forgiveness and More!**



**Public Service**

Panelists will discuss the most recent public service loan forgiveness developments, including new information on the College Cost Reduction and Access Act regulations and tax treatment. Also, panelists will give details on the new prosecutor/defender and civil legal assistance loan repayment assistance programs of the Higher Education Reauthorization and Opportunity Act, including regulatory and funding updates. National experts give specific examples of how the programs work and how they can benefit your students.

- Kelly Carmody, President, Carmody & Associates*
- Heather Jarvis, Senior Program Manager, Law School Advocacy, Equal Justice Works*
- Don Saunders, Director, Civil Legal Services, National Legal Aid & Defender Association*

10:45 am – 12:15 pm — Palladian Room

**Reaching Out to Small Firms Through Effective Programming**



**CSO Administration**

The session will focus on the design, implementation, and marketing of small firm programming. Participants will learn how to create programs tailored to their school's student and lawyer demographics based upon models created by urban and rural institutions. Focus will be placed on the details of effectively implementing small firm programming and will include logistical details, deadlines, and sample correspondence. Details will be provided on how to market programs to yield the highest level of participation by students, lawyers, and alumni. Sample promotional materials, news articles, and correspondence will be distributed for participants' use in planning their own small firm programs.

- Libby Davis, Assistant Dean, Career Services & Alumni Relations, Lewis and Clark Law School*
- Ilona Deremer, Assistant Dean – Career Services, Sandra Day O'Connor College of Law at Arizona State University*
- Samantha C. Williams, Assistant Director – Career Services, Sandra Day O'Connor College of Law at Arizona State University*

10:45 am – 12:15 pm — Blue Room

**Recruiting During Recession and Recovery: Making Sense Out of Uncertain Times**



**Recruiting**

Fall 2008 saw the failure of investment banks, commercial banks, and law firms, as well as turmoil in real estate and credit markets. Firms must still compete for the best and brightest students and the most talented and profitable laterals. This poses challenges in managing recruiting because of the gravity and unpredictability of the economic crisis. This program will consider several questions: How can firms adapt to rapidly changing needs? Can firms make prudent estimates about needs? How can yield be estimated reliably? How can we understand our competition? Should firms adapt to the slow-down in litigation? How can you work effectively with management? What mistakes can be major catastrophes in hiring? Can a law firm manage the PR effects of terminations? Should firms remain transparent on economics and strategic issues? Should firms declare recruiting holidays? How can we tame the blogosphere?

- Franklyn D. Kimball, Owner, Kimball Professional Management*

10:45 am – 12:15 pm — Congressional A

**Reinventing Work at Law Firms: Innovative Work-Life Programs as an Answer to the Economic Downturn**



**Lawyer Professional Development**

At this program, you will learn about the principal work-life challenges, aspirations, and needs of all lawyers. You will hear about FACTS – Fixed, Annualized, Core, Target, and Shared hours – and the range of innovative flexible, reduced hour, job share, and telecommuting programs that are being implemented. You will learn about the latest national trends, statistics, and best practices of the different flexibility programs being offered at firms and their usage and success rates. You will leave with tangible strategies to make work-life programs accessible to all lawyers and implement a range of flexibility programs that work.

*Deborah Epstein Henry, Founder & President, Flex-Time Lawyers LLC*

10:45 am – 12:15 pm — Hampton Room

**OSCAR (Online System for Clerkship Application and Review): Season Review and First Look at Version 5.0**



**Judicial Clerkships**

OSCAR (Online System for Clerkship Application and Review) has experienced remarkable growth since its debut in 2005 and now serves as the single, centralized resource for federal clerkships. 2008 featured the merger with the Federal Law Clerk Information System and introduced a host of new features. Come hear our panelists – from those who designed OSCAR to those who use it – discuss OSCAR's fourth season. The program will also explore what to expect from OSCAR in the coming years, and provide a forum for participants to voice their preferences and concerns about OSCAR's future role in the clerkship application process.

*Members of the OSCAR Work Group, including Marilyn Drees, Director, Career Development Office, Yale Law School  
Terry Galligan, Assistant Dean, UC Berkeley School of Law*

10:45 am – 12:15 pm — Empire Room

**Tell Me, Show Me, Involve Me: Integrating Practical Skills into the Law School Curriculum**



**Hot Topics**

Responding to the growing critique of the traditional law school model, Washington and Lee University School of Law is leading the national movement to reform legal education by dramatically revising its third-year curriculum. The reinvented third year creatively blends the intellectually rigorous study of legal theory and doctrine with the development of cognitive learning, practical skills, professional identity, ethical sensibilities, problem-solving, and the exercise of judgment in action. Discussion topics will include the benefits of integrative learning, of balancing intellectual rigor with ethical values and the expression of considered judgment, and of student-centered learning methodologies.

*Christine N. Kidwell, Class of 2009, Washington and Lee University School of Law  
Rodney A. Smolla, Dean, Washington and Lee University School of Law  
John W. Vardaman, Partner, Williams & Connolly LLP  
Judith Welch Wegner, Burton Craige Professor of Law, University of North Carolina School of Law*

10:45 am – 12:15 pm — Embassy Room

**Hail to the Chiefs**



**Member Professional Development**

In recent years, legal employers have begun to recognize the value of, and create positions for, high-level professionals to manage firm-wide strategic initiatives in recruitment, professional development, and diversity, among other areas. As with most newly created jobs, there is not yet a set pathway or common job description available to assist those experienced professionals who may wish to advance into this new sphere. This panel discussion will feature three NALP experienced professionals, who will each bring their individual perspectives on the pathway to achieving the rarified strata of "Chief" as well as on the job itself.

*Lynne Traverse, Recruiting and Professional Development Manager, Bryan Cave LLP – Moderator  
Tom Grewe, Chief Legal Recruiting and Development Officer, Bryan Cave LLP  
Bonnie Hurry, Chief Legal Personnel Officer, Willkie Farr & Gallagher LLP  
Leslie Ripley, Chief Recruiting & Diversity Officer, Gibson, Dunn & Crutcher LLP*

12:15 – 1:45 pm — Regency & Ambassador Ballrooms

**Networking Lunch**

12:15 – 1:45 pm — Diplomat Room

**Public Service Luncheon:  
Meet the Many Faces of Public Interest Practice  
in the Nation’s Capital!**

Washington, DC is at the center of the public interest universe. It is home not only to civil legal services attorneys and other advocates who serve the local population, but to myriad public interest think tanks, lobbying organizations, national policy centers, international human rights advocates, and public interest law firms with national practices. Because of the critical mass of public interest organizations, law students and lawyers flock to Washington to become a part of this vibrant community. To illustrate the many forms that public interest advocacy takes in Washington, DC, we have invited public interest leaders from a broad array of organizations to join us at the luncheon. Please come to meet them, to learn more about their careers and their organizations’ missions, and to take away career advice for your students and alumni. And as always the Public Service luncheon is a time for good food, for opportunities to catch up with old friends and network with new colleagues, and for the NALP community to celebrate the importance of public service in the profession.

12:15 – 1:45 pm — Empire Room

**Experienced Professionals Section Luncheon**

Don’t miss this opportunity to join your colleagues in a private luncheon space specially set aside for the Experienced Professionals Section – no speakers, no agenda, just a chance to catch up, network, reminisce, and plan new adventures with other long-term NALPers.

12:15 – 1:15 pm

**Section Meetings**

The following groups will meet from 12:15 - 1:45 pm. For a description of these groups, see the tabbed “Sections/Committees” section of this manual.

**Sections open to all interested members:**

- **GLBT Section** – Congressional B
- **Lawyer Professional Development Section** – Palladian
- **LLM Section** – Senate
- **Newer Professionals Section** – Executive

**An appointed group:**

- **Recruitment Practices Advisory Group** – Congressional A

1:45 – 3:00 pm

**CONCURRENT SESSIONS**

1:45 – 3:00 pm — Diplomat Room

**Recruiting, Integrating, and Retaining Lateral Partners – What the Research Shows**



**Recruiting &  
Lawyer Professional Development**

Hiring and retaining lateral partners has become an increasingly important strategic goal for law firms in recent years. Firms that are able to attract, hire, and successfully integrate lateral partners can positively impact their position in the market in many ways. Please join this session, based on the NALP Foundation’s recent study of lateral partner recruiting and retention, to gain insight into this ever important and interesting topic. Participants will receive valuable information from the study based on responses received from both law firm representatives responsible for lateral partner recruiting and partners who have recently made lateral moves. Participants will also have the opportunity to discuss and share best practices in the areas of partner integration and retention.

*Pam Malone, Senior Vice President, The NALP Foundation  
for Law Career Research and Education*  
*Tammy Patterson, CEO/President, The NALP Foundation  
for Law Career Research and Education*

1:45 – 3:00 pm — Executive Room

**Admissions for Career Services People:  
Building Blocks for a Successful Three Years**



**CSO Administration**

As newly admitted law students become more savvy in their selection of schools and are interested earlier than ever in their career options, career services offices are called on to do more in the admissions process. Today, prospective students are interested in a plethora of information beyond salary data. Learn how to help your admissions office recruit great candidates and help train great “admits” to be great students. In this session we’ll explore ways to leverage your knowledge to help your admission office build reasonable expectations about legal jobs and what law students will get out of their legal education.

*Paul Pless, Assistant Dean for Admissions and Financial  
Aid, University of Illinois College of Law*  
*Tony Waller, Assistant Dean for Career Planning and  
Professional Development, University of Illinois College  
of Law*

1:45 – 3:00 pm — Governor’s Boardroom

**Diversity and Inclusion Leadership**



**Diversity**

Join us for this experiential diversity training to learn what it takes to be a leader of diversity and inclusion in your organization, regardless of your position. This workshop will help you consider your emotional intelligence, cultural fluency, and leadership style as ways to promote a productive, respectful, and inclusive work environment.

*David Hall, Professor of Law, Northeastern University Law School*

*Vernā Myers, Principal, Vernā Myers Consulting Group, LLC*

1:45 – 3:00 pm — Hampton Room

**Immigration Update 2009**



**Recruiting**

Based on feedback and requests from the 2008 NALP conference, this session will build on the Toronto session titled “Navigating the World of Work Visas.” The panelists will discuss recent and upcoming changes to immigration law as it affects both law school students and law firms.

*Charles D. Cramton, Assistant Dean for Graduate Legal Studies, Cornell Law School*

*Indira Marin Dingleline, Foreign Student Visa Advisor, Georgetown University Law Center*

*Amanda Taratuski, Manager of International Hiring, Cleary Gottlieb Steen & Hamilton LLP*

*Steve W. Yale-Loehr, Counsel to Miller Mayer, LLP, and Adjunct Professor, Cornell Law School*

1:45 – 3:00 pm — Embassy Room

**Comparing Canadian and American Professional Development for First-Year Hires**



**Lawyer Professional Development**

What can American firms learn from the Canadian system? Come to this session to learn best practices based on a comparison of Canadian and American programs. You will learn about the Canadian post-graduation articling term, which provides students with a year of orientation, training, integration, mentoring, and feedback/evaluation, as well as a bar admission component and an “apprenticeship” in a firm. Firms pay a salary (much less than a first-year associate salary) and have the year to decide whether to make an offer to hire students as first-year associates. Through looking across borders at alternatives, attendees will gain a different perspective on new lawyers’ professional development.

*Bibiane C. Bysterveld, Student Coordinator, Fasken Martineau DuMoulin LLP*

*Nadia Myerthall, Director of Student Programs, Davis LLP*

1:45 – 3:00 pm — Congressional B

**Harness the Power of PowerPoint®**



**Member Professional Development**

PowerPoint is a fact of life in most business environments, but it is the presentation tool that generates the most criticism from audiences. Find out what your audiences hate and learn techniques to harness the tool’s power in this workshop that challenges many current PowerPoint practices. We will cover what should and shouldn’t go on a slide, tips for communicating complex information, approaches for integrating PowerPoint with your verbal delivery, and other practical strategies for using PowerPoint effectively.

*Kathy Reiffenstein, President, And...Now Presenting!*

1:45 – 3:00 pm — Palladian Room

**Heating Up Your Search: Alternative Career Paths in a Cooling Economy**



**Counseling**

Directing a traditional legal search is exacting in the best of times. But a troubled economy can really upset the status quo for lawyers, law students, and firms. Career services departments and law firm recruitment professionals need new tools and resources to help provide alternative paths for their constituents. This program will offer real-life examples and hands-on methodologies for helping lawyers, law students, and alumni assess their strengths, redesign their professional identities, and target potential positions across industries.

*Cheryl Rich Heisler, President, Lawternatives*

1:45 – 3:00 pm — Blue Room

**How and Why Legal Employers Should Use Behavioral Interviewing**



**Recruiting**

Behavioral interviewing was developed by industrial psychologists in the 1970s and has been widely used by corporations for years, but many legal employers have been hesitant to adopt this method of interviewing. This interactive program will introduce you to the rationale behind behavioral interviewing, demonstrate how it is done, and teach you how to use specific questions to identify critical competencies.

*Dayle A. Savage, V.P. and Chief Learning Officer, Saint Thomas Health Services*

*Ann Skalaski, Consultant, Skalaski Consulting, Inc.*

1:45 – 3:00 pm — Capitol Room

## Improving Retention and Promotion of Women Lawyers



### Diversity & Lawyer Professional Development

The retention and promotion of women lawyers continues to be a serious challenge for many legal employers. In 2008 women accounted for over 45% of all associates, and yet they made up just under 19% of all partners. More startling, minority women made up just under 2% of all partners. This program will focus on identifying the barriers that women face, and will provide guidance to help organizations figure out how to remove those barriers. The program will also address how law schools can play a role in educating women on professional development skills to ensure their success in practice and prepare them to assume top management positions.

*Anne Lukingbeal, Associate Dean and Dean of Students, Cornell Law School – Moderator*

*Linda Bray Chanow, Director of Research, Project for Attorney Retention*

*Maja D. Hazell, Director of Diversity and Inclusion, Fried, Frank, Harris, Shriver & Jacobson LLP*

*Teresa K. LaMaster, Associate Dean for Institutional Advancement, University of Maryland School of Law*

1:45 – 3:00 pm — Empire Room

## Learning to Blog II



### Member Professional Development & CSO Administration

During last year's blogging program, it became clear that many career services professionals have a desire to learn more about blogging and how to use this exciting technology to communicate more effectively with their students. This year, we will review the basics of creating and maintaining a blog, review the existing career services blogs, and delve into intermediate techniques to make your blog interactive, informative, and interesting. We will also examine how easy it is to incorporate free and fun third-party elements into your blog, while saving some time for a lively Q&A session on best blogging practices.

*Brett D. Gilbert, Assistant Dean for Career Services, Touro College Jacob D. Fuchsberg Law Center*

*Polly Lawson, Assistant Dean for Career Services, University of Virginia School of Law*

1:45 – 3:00 pm — Congressional A

## Policy Lawyers: Counseling for Careers Beyond the Courtroom



### Public Service

With the new administration, law school counselors can expect a renewed interest in public policy and government service. This panel will prepare counselors to help students obtain a broad range of policy-related jobs. Attendees will learn: what policy lawyers do (regulation, legislation, advocacy); where policy lawyers work (legislatures, nonprofits, etc.); and how to coach students to prepare for policy careers. The panel's speakers have experience in a variety of settings, including nonprofit organizations, Capitol Hill, federal agencies, and law firms. Attendees will also gain an understanding of the Presidential Management Fellows (PMF) Program, an important way for new graduates to obtain policy positions in federal government.

*Deborah A. Ellis, Assistant Dean for Public Interest Law, New York University School of Law – Moderator*

*Spencer P. Boyer, Director of International Law and Diplomacy, Center for American Progress*

*Royce Bernstein Murray, Former Presidential Management Fellow/Asylum Officer, U.S. Citizenship and Immigration Services, Department of Homeland Security*

*Delicia Reynolds, Legislative Counsel, Office of the Honorable John P. Sarbanes, United States House of Representatives, Third District of Maryland*

1:45 – 3:00 pm — Senate Room

## The Role of Professional Development in Law Firm Risk Management



### Lawyer Professional Development

Increasingly, law firms are recognizing the value of professional development programs in promoting job satisfaction, retention, recruitment, and client satisfaction. However, these programs can also play a key role in risk management. Many critical areas of risk, such as poor client communications, failure to know applicable law or rules, inadequate supervision of lawyers, and high-risk practice habits, can be addressed effectively through carefully tailored programs for training, mentoring, feedback, and work supervision. This program will discuss the correlation between professional development and risk management and help attendees make the case for expanding the role of professional development programs in their own firms.

*Marian Lee, Director of Professional Development and Risk Management, Brownstein Hyatt Farber Schreck*

1:45 – 3:00 pm — Ambassador Ballroom

## Alternative Careers for Legal Career Professionals



### Member Professional Development

We talk about alternative careers for lawyers all the time, but what about alternative careers for legal career professionals? What opportunities exist for you to use your skills and experience to do something related but different? This program will present options for work in other areas within law schools, law firms, and other legal employers, in addition to opportunities in non-legal organizations. You will leave with a list of alternative career options, as well as insights and knowledge to help you think strategically about your next position.

*Cindy Rold, Professional Coach, Maverick Coaching & Speaking*

3:15 – 4:15 pm

## Section Meetings

The following groups will meet from 3:15 - 4:15 pm. For a description of these groups, see the tabbed “Sections/Committees” section of this manual.

### Sections open to all interested members:

- Canadian Section – Congressional A
- Recruiting Section – Congressional B
- Law Student Professional Development Section – Palladian

### Appointed or elected groups:

- Awards of Distinction Committee – Senate
- Nominating Committee – Forum
- Publications Advisory Group – Council
- Innovation & Technology Task Force – Executive

3:30 - 4:30 pm — Blue Prefunction Room

## Federal Government Networking Session

The federal government employs thousands of legal professionals in myriad capacities, from high-level litigation to legislative drafting, research, and regulatory advising. Here in Washington, you are at the hub of federal agency activity. NALP has reached out to federal recruitment professionals and professional development managers from a number of federal agencies and organizations to provide this unique opportunity for law school members to network, develop new contacts, and learn from the professionals who hire their law students and lawyers into federal government service!

4:30 – 6:00 pm — Diplomat Room

## NALP Celebrates Diversity: Reception and Remarks

Join colleagues and friends for NALP’s annual diversity celebration! This year’s event will feature remarks by Christina Guerola Sarchio, Partner, Patton Boggs, LLP. In addition to practicing in commercial litigation, antitrust, and white collar criminal defense, Ms. Sarchio has served as Vice President for External Affairs for the Hispanic National Bar Association and President of the Hispanic Bar Association of DC. In 2008, *Hispanic Business Magazine* selected her as one of “Twenty Elite Women” and as one of the “100 Most Influential Hispanics” in the country in 2006. Recognized for service in the areas of equality, fairness, and social justice, Ms. Sarchio has been a noted speaker on issues facing women and attorneys of color. She will share her unique perspective on diversity during this reception, which is open to all conference attendees.

8:00 – 11:00 pm

## Tour: Monuments by Moonlight

Preregistered and paid guests of this tour should plan to meet by the Parkview exit of the Omni Shoreham (near the Blue Room) in preparation to board the bus. The bus will depart from the hotel at 8:00 pm and will bring you back to the Omni at 11:00 pm.

9:00 pm – 1:00 am — Blue Room

## NALP Lounge and Karaoke

Come celebrate a bygone era and stretch your vocal muscle in the historic star-studded Shoreham Blue Room! This is an opportunity to croon in the same space that has played host to Aretha Franklin, Louis Armstrong, Judy Garland, Sammy Davis Jr., Lena Horne, and Sonny & Cher. This ballroom was also where John and Jackie Kennedy had their first date and Franklin Delano Roosevelt hosted his first presidential inaugural ball. Thanks to the generous support of Major, Lindsey & Africa, the NALP Lounge and Karaoke event is back for its sixth year. A complimentary selection of fun appetizers and finger foods as well as soft drinks will be available throughout the evening (and the first 500 guests will receive a free bar ticket). You will be able to sing your heart out, dance the night away, or just mingle and enjoy the atmosphere.



ATTORNEY SEARCH  
CONSULTANTS

*NALP thanks  
Major, Lindsey & Africa  
for its generous  
sponsorship of this event.*

## Friday, April 3

8:00 am – 4:00 pm — West Registration  
**Registration Open**

8:45 am – 3:00 pm — Regency Ballroom  
**Resource Center Open**

8:00 – 9:30 am — Blue Prefunction Room  
**Ballot Pick-up for Business Meeting Vote**

Primary voting NALP members may pick up their ballots for the vote on the proposed changes to NALP's Principles and Standards.

8:45 – 10:15 am — Blue Room — *Members only*  
**Annual Business Meeting and Breakfast**

All members are invited to participate in this annual business meeting, which includes a vote on revisions to the NALP Principles and Standards, presentation of the Awards of Distinction, elections for 2009 Board positions, and an overview of the past year. See the "NALP Business" section of this manual for the full agenda and for additional information about the Principles and Standards vote and elections.

8:45 – 10:15 am — Regency Ballroom  
**Breakfast in the Resource Center**

10:15 – 10:45 am — Regency Ballroom  
**Coffee Break**

10:45 am – 12:00 pm

### CONCURRENT SESSIONS

10:45 am – 12:00 pm — Diplomat Room

#### **We're All in This Together: Beginning a Collaborative Legal Employer and Law School Professional Development Dialogue**



**Lawyer Professional Development & Law Student Professional Development**

There is great variety in law school and legal employer professional development training styles and levels, along with little discussion on how our efforts compliment one another. We are often unaware of our peers' efforts, and the limited dialogue between schools and employers means we may not know what our counterparts are doing, nor what they think we are doing, expect from us, and how we can work together. Having surveyed numerous schools and employers, we will debunk common myths, provide information on programming and curricula, and learn from each other as we begin a collaborative school/employer professional development dialogue.

*David M. Diamond, Director, Center for Career Strategy and Advancement, Northwestern University School of Law*

*Kay Nash, Director of Professional Development and Attorney Recruiting, Wiley Rein LLP*

10:45 am – 12:00 pm — Hampton Room

#### **DOJ Hiring – Insights from the Insiders**



**Public Service**

"What does the Department of Justice look for?" is a difficult question to answer on behalf of 40 organizations, each with its own unique mission and hiring process. This program will highlight hiring committee members and experienced managers from DOJ organizations who will discuss candidate profiles and offer practical tips on how candidates can be competitive whether they are applying for a summer position, a position through the Attorney General's Honors Program, or an experienced lawyer vacancy.

*Suzanne Lynn Bell, Deputy Director, Legal Recruitment and Outreach, US Department of Justice – Moderator*

*Leonard Bailey, Special Counsel for National Security, Computer Crime and Intellectual Property Section, Criminal Division, US Department of Justice – currently on detail as the Counselor to the Assistant Attorney General for National Security*

*Rachel D. Cramer, Director, Office of Training and Professional Development, Tax Division, US Department of Justice*

*Gail K. Johnson, Senior Trial Counsel, Federal Tort Claims Act Staff, Torts Branch, Civil Division, US Department of Justice*

*Stacy Paddack, Senior Litigation Counsel, Office of Immigration Litigation, Civil Division, US Department of Justice*

10:45 am – 12:00 pm — Empire Room

## After the JD: Legal Careers in Transition



Member Professional Development,  
Lawyer Professional Development  
& Hot Topics

### **HOT TOPIC!**

The second wave of *After the JD*, the most ambitious research study of law careers ever undertaken, has concluded and is providing the profession with new, intriguing information on the personal and professional transitions encountered by some 4,000 admittees to the bar from the Class of 2000. This session will focus specifically on the mobility, movement, and satisfaction of these survey respondents who are in their sixth to seventh year of practice. Session attendees will have the opportunity to ask questions of *AJD* project leaders and researchers who have extraordinary first-hand knowledge of the study.

*Ronit Dinovitzer, Assistant Professor, Department of Sociology, University of Toronto*

*Tammy Patterson, CEO/President, The NALP Foundation for Law Career Research and Education*

*David Wilkins, Lester Kissel Professor of Law, Program on the Legal Profession, Harvard Law School*

10:45 am – 12:00 pm — Governor's Boardroom

## Mentoring Across the Lines of Gender, Race, and Sexual Orientation



Diversity &  
Lawyer Professional Development

Mentoring is instrumental in employers' efforts to recruit, advance, and retain women, GLBT lawyers, and lawyers of color in their organizations. Employers recognize the enhanced value of having a diverse workforce. Incoming lawyers expect to work in diverse environments and clients insist that law firms handling their matters advance diversity in the workplace. Mentoring can help accomplish those goals. This program will focus on how employers can create workplaces that foster effective mentoring relationships across the lines of race, gender, and/or sexual orientation, as well as how employers can overcome economic pressures that leave little time for mentoring. Panelists will also address preconceived notions about women, minority, and GLBT lawyers that hinder the mentoring relationship.

*Michael J. Fischer, Partner and Chair of Mentoring Program, Quarles & Brady LLP*

*Dana Morris, Assistant Dean for Career Development, University of Maryland School of Law*

*Arin Reeves, President, The Athens Group*

10:45 am – 12:00 pm — Congressional B

## Partner Recruiting and Financial Considerations



Lateral Recruiting

As law firm partners follow in the footsteps of associates, becoming more of a mobile commodity, this program seeks to provide NALP members with introductory and intermediate concepts necessary to de-mystifying the partner recruiting process. Presenters will discuss a number of basic concepts and terms, touching on elements essential to appropriate financial analysis of the proposed hire. General topics will include: considerations, varying financial models and law firm structures, the process of partner recruiting, pros and cons of head-hunters, making the initial recruiting contact, and the various roles recruiting department personnel can play in the process.

*E. Desmond Hogan, Deputy Managing Partner for Lateral Recruiting and Integration, Hogan & Hartson LLP*

*Brad A. Sprayberry, Director of Attorney Recruiting, Gunster, Yoakley & Stewart, P.A.*

10:45 am – 12:00 pm — Embassy Room

## Destination Collaboration: The Skinny on Dipping into the Shared Resource Pool



CSO Administration

Tired of reinventing the wheel when you need a new student program? Are you new to NALP and need a head-start on presentation materials, or are you an experienced NALPer who is ready to freshen up your offerings? Too busy to engineer a creative PowerPoint? This program is for you! You will learn to tap into the collective creativity of NALP colleagues through existing resources, collaboration with NALP peers, and use of the new Shared Resource Pool. Get the skinny on dipping into the "Pool" and share ideas to make this new resource a destination worth visiting.

*Margann Bennett, Director of Professional Development, Washburn University School of Law*

*Julie Doss, Assistant Dean for Career Services, Texas Tech University School of Law*

10:45 am – 12:00 pm — Capitol Room

## How to Turn Lawyers into Engaging Presenters in One Easy Lesson



### Lawyer Professional Development

A partner calls you and says “I have a great idea for a training program for associates!” What do you do next? How do you morph the partner’s ideas and turn them into an effective and engaging professional development presentation? This segment will discuss development and delivery of training programs from A to Z, including working with lawyers to develop effective substantive content, finding creative ways to communicate the information, and coaching lawyers on effective communication skills.

*Brian Callaghan, Callaghan & Co.*

*Valerie Fitch, Director of Professional Development,  
Pillsbury Winthrop Shaw Pittman LLP*

10:45 am – 12:00 pm — Ambassador Ballroom

## The Core Curriculum: Training for Summer Associate Programs



### Recruiting & Lawyer Professional Development

So you’ve lined up an excellent group of summer associates for June – now what? What kind of training should be developed to ease their transition to working at your firm? Whether you are working on creating your first summer associate training program, or on refreshing an existing one, this program will help you understand the types of training activities that would work best for your firm. We will discuss when to develop programming in-house and when to work with an outside consultant, and how to involve other groups of employees to develop useful programming or tips.

*Georgia Emery Gray, Director of Legal Personnel and Recruiting, Cleary Gottlieb Steen & Hamilton LLP*

10:45 am – 12:00 pm — Executive Room

## Research Revolution: You Say You Want to Do a Survey ... Well, You Know ...



### Member Professional Development

With apologies to the Beatles, we all want to change the world – and in the “information age,” surveys are an increasingly attractive tool for change. With the spread of user-friendly technology, survey tools are now easier than ever to use, misuse, and abuse. As the Beatles said, we’re all doing what we can. But as survey options proliferate (and many report survey fatigue), we must learn best practices for effective and ethical survey use. Members of NALP’s Research Advisory Group will review sound protocols for survey planning, design, and execution so your survey will be all right, not helter skelter!

*Kristina Gajewicz, North American Regional Recruiting Director, Baker & McKenzie LLP*

*Elaine T. Petrossian, Assistant Dean for Career Strategy & Advancement, Villanova University School of Law*  
*Carol H. Sprague, Director of Attorney/Alumni Relations and Recruiting, Skadden, Arps, Slate, Meagher & Flom LLP*

10:45 am – 12:00 pm — Senate Room

## The NALP Employer Form: Avoiding Mistakes and Putting Your Best Foot Forward



### Recruiting & Diversity

The NALP Employer Form plays a vital role in providing information to students. At this panel, law school representatives will explain how students actually use the NALP Directory – what students look for and how they (rightly or wrongly) interpret the numbers. Law firm professionals will discuss how to maximize a firm’s ability to get accurate internal information, including outreach and timing. We will also address how employers can establish environments where people feel comfortable self-identifying for all aspects of demographic information, including GLBT information, and how employers can create opportunities for employees to provide self-identification information for the NALP form.

*Nicole Vikan, Assistant Director, Public Interest & Government Careers, Georgetown University Law Center – Moderator*

*José Bahamonde-González, Associate Dean for Administrative Affairs and Student Services, University of Maryland School of Law*

*Lisa Dickinson, Attorney Recruiting & Development Manager, Kirkland & Ellis LLP*

*Susan Robinson, Associate Dean for Career Services, Stanford Law School*

*Esther G. Rodriguez, Firmwide Entry-Level Recruiting Manager, Holland & Knight LLP*

10:45 am – 12:00 pm — Palladian Room

## Leadership Through People Skills



### Management & Member Professional Development

In today's environment, leading a team of individuals has taken on new dynamics. Meaningful communications with direct reports, peers, and bosses have become increasingly difficult as technology and global expansion add complexity. Professionals are asked to provide effective and motivating leadership, often with limited resources and little training. The Leadership Through People Skills (LTPS) model provides a set of tools for meeting today's challenges. Participants in this senior-level workshop will be introduced to the LTPS model, participate in a leadership skill-building activity, and learn how a global law firm integrated the model into their management training and the resulting impact on the firm's professionals.

*Barrett J. Baebler, Assistant Professor, Webster University  
Lynne Traverse, Recruiting and Professional Development Manager, Bryan Cave LLP*

10:45 am – 12:00 pm — Congressional A

## Work Gone Wild: Professional Presence and Accessibility



### Law Student Professional Development & Lawyer Professional Development

Technology confounds our personal and professional lives: on the one hand, we are accessible to our employers virtually 24/7; on the other, our personal lives (and sometimes private opinions) are online and laid bare for the world to see. This session will explore how technology has changed attitudes about privacy, accessibility, and professional presence, and how different generations are responding to and coping with those changes. This course builds on previous NALP conference programs about generations in the workplace, e-professionalism, and work-life balance.

*Mariely Downey, Attorney Employment Manager, Hodgson Russ LLP*

*Mary K. Kelkenberg, Manager of Attorney Training & Professional Development, Hodgson Russ LLP*

*Lisa Patterson, Associate Dean for Career Services, University at Buffalo Law School*

*Dawn Skopinski, Assistant Director of Career Services, University at Buffalo Law School*

12:00 – 1:00 pm — Regency & Ambassador Ballrooms

## Lunch

12:00 – 1:00 pm —

## Section Meetings

The following groups will meet from 12:00 - 1:00 pm. For a description of these groups, see the tabbed "Sections/Committees" section of this manual.

### **Sections and Interest Groups open to all interested members:**

- **Diversity Section** – Diplomat
- **Experienced Professionals Section** – Executive
- **Judicial Clerkship Section** – Forum
- **Public Service Section** – Palladian
- **Solo/Small CSO Interest Group** – Council

### **Appointed groups:**

- **Leadership Task Force** – Congressional A
- **Research Advisory Group** – Senate

12:00 – 1:00 pm — Empire Room

## City Group and Law School Consortia Leaders Luncheon

A representative from each City Group and Law School Consortium is invited to this information-sharing luncheon.

1:15 – 2:30 pm — Blue Room

## PLENARY

### Attempting “Work-Life Balance”

Norah O’Donnell has been a career journalist for over a decade and a mother for only a short period of time, but it hasn’t taken her very long to understand that the notion of “work-life balance” really is a misnomer. Things are hardly ever in “balance”: career-oriented women often spend their days prioritizing and re-prioritizing as they’re overtaken by the day’s events. In a funny, candid, and poignant presentation, Norah O’Donnell discusses the sacrifices that today’s working women and mothers make, providing insight and solutions that allow them to take the pressure off themselves to achieve anything approximating balance. Her candid discussion about the tradeoffs necessary to be successful in any professional career are likely to resonate with all busy NALP members.

*Norah O’Donnell, Chief Washington Correspondent, MSNBC and Contributing Correspondent, Today*

2:30 – 3:00 pm — Regency Ballroom

### Snack Break

Be sure to stop by the Resource Center for the Grand Prize drawing during this break!

3:00 – 4:00 pm

## CONCURRENT SESSIONS

3:00 – 4:00 pm — Empire Room

### After the Offer: Closing the Deal Through Follow-Up



#### Recruiting

What types of follow-up can you use to “close the deal” after a job offer is made? Attend this session to learn effective methods you can easily tailor to your firm. We will discuss different follow-up techniques, both for summer associate and entry level associate candidates, and at small firms and large firms. We also will address deploying your lawyers, alumni, diversity initiatives, and women’s initiatives as follow-up resources and potential follow-up events. Attendees will also learn what activities have the greatest impact with law students.

*Susan H. Harlow, Legal Recruitment Manager,  
Paul, Weiss, Rifkind, Wharton & Garrison LLP  
Tara Klein, West Coast Recruiting Manager, Manatt,  
Phelps, Phillips, LLP  
Deb Ryerson, Director, Career Services, Carlisle location,  
Penn State University, The Dickinson School of Law*

3:00 – 4:00 pm — Blue Room

### Hot Topic: Responding Nimble to Economic Change

***HOT  
TOPIC!***

#### Hot Topics

The last year, and the last few months especially, have seen some major shifts in global economic systems, and the impact of these changes continues to ripple through all aspects of the economy, including legal markets. NALP members have railed, reacted, adjusted, and adapted to these market shifts over the past several months. Where have we been? Where are we now? Where are we going? Join this panel for a candid discussion of the impact of the economic changes on legal recruiting and counseling, for some tried and true tips from experts who have weathered downturns, and for an open exchange of information and best practices.

*Beth Kirch, Director of Legal Career Services, The University of Georgia School of Law  
Morgan Smith, Assistant Director of Attorney Development & Recruitment, Mayer Brown LLP  
Caren Ulrich Stacy, Director of Professional Development, Arnold & Porter LLP*

3:00 – 4:00 pm — Governor’s Boardroom

## Don’t Ask Don’t Tell – Our Best Amelioration Is Repeal



### Diversity

We will hear the personal story of David Hall, decorated former US Air Force Staff Sergeant, who was discharged under “Don’t Ask, Don’t Tell.” His account will be supplemented by information from the Servicemembers Legal Defense Network on other cases. Learn about this legislation and its impact. Discuss with the experts how you, your colleagues, your school, or employer can play a valuable role in achieving equality for all.

*Andrew Chapin, Director of Public Interest Scholars & Counseling, Fordham Law School*

*Jackie Gardina, Associate Professor of Law, Vermont Law School*

*David Hall, Former U.S. Air Force Staff Sergeant*

*Emily B. Hecht, Managing Attorney, Servicemembers Legal Defense Network*

*Anthony E. Varona, Associate Professor of Law & Director, SJD Program, American University Washington College of Law*

3:00 – 4:00 pm — Capitol Room

## Evening Students: An Employer’s Perspective



### Recruiting

Part-time or evening students can present unique circumstances for employers. These students may need to work as clerks during their final year of law school, or may graduate in December and want to start after the February bar. Are there conflicts of interest if a student is on leave from another employer? How can firms market themselves to evening students who cannot attend many firm-sponsored events? Find out what other law firms are doing to cater to evening students, and brainstorm ways that firms and schools can work together to ensure this student population is employed to its full potential.

*Suzanne Gentes, Director of Professional Recruitment & Development, Finnegan*

*Suzanne Gralow, Director of Recruiting and Professional Personnel, Kelley Drye & Warren LLP*

*Laura Rosenberg Hosid, Assistant Director, Student Outreach, Georgetown University Law Center*

*Ellen Swank Purvance, Director, Legal Personnel Recruiting, Covington & Burling LLP*

3:00 – 4:00 pm — Diplomat Room

## Maximizing Faculty and Alumni Involvement in Your Judicial Clerkship Program



### Judicial Clerkships

In this session you will learn how to create and work with a faculty clerkship committee, how to maximize involvement from your alumni clerks, and how to communicate effectively with faculty and alumni. The discussion will include drafting letters of recommendation, educating faculty on OSCAR and the clerkship process, and how faculty and alumni can work with the career office in providing counseling to students. Additional discussion will include how to coordinate faculty and alumni panels and utilize alumni as interview coaches and resources for students.

*Sonja J. Hayes, Associate Director of Career Development, Stetson University College of Law*

*Jessica Heywood, Director, Office of Career & Professional Development, The Catholic University of America, Columbus School of Law*

*Lori Ann Reifschneider, Assistant Director of Career Services, UC Davis School of Law*

3:00 – 4:00 pm — Ambassador Ballroom

## Present with Confidence: An Etiquette Program for Students or Associates to “Polish Their Professional Presence”



### Lawyer Professional Development & Law Student Professional Development

Eighty percent of second interviews involve a business meal. New associates, now representing the firm, need to be aware of proper etiquette in a variety of situations. Are your students and associates informed and prepared? Does your budget not allow for monies to hire outside consultants? By attending this session, you will learn to present basic etiquette tips that will be invaluable in giving your students and associates the “professional polish” they may need. Topics covered will be etiquette for listening to presentations, writing and answering e-mail, using the phone, attending networking and social functions, receiving business cards, writing thank you notes, demonstrating dining manners, and information for hosting business luncheons or dinners.

*Anne L. Hensley, Associate Director of Career Services, Saint Louis University School of Law*

3:00 – 4:00 pm — Palladian Room

## The Compatibility of Study Abroad Programs with Career Objectives and Job Opportunities



### Counseling & Recruiting

Students are studying abroad in increasing numbers. However, from a career service professional's perspective, these opportunities often create challenges ranging from student participation in recruitment initiatives to non-traditional hiring timelines for post-graduate positions. While law firms are beginning to understand the practical benefits of these programs, this session will examine the competitive advantage gained by students who study abroad and how their experiences can be of value to law firms. Law school and employer representatives will learn strategies for ensuring that program participation results in the development of substantive legal skills which, in turn, maximize the career options for these students.

*Traci Mundy Jenkins, Director, Office of Career & Professional Development, American University Washington College of Law*

*Cathy Kettlewell, Associate, Energy Practice Group, Squire, Sanders & Dempsey LLP*

*Macarena Saez, International Programs Coordinator, American University Washington College of Law*

3:00 – 4:00 pm — Executive Room

## Office Management Boot Camp: Increasing Office Productivity Through Leadership and Management



### Management

We work in a service industry and aspire to provide our clients – law students and lawyers – with the highest level of service possible. In order to provide quality services to current and aspiring lawyers, offices must run as efficiently and smoothly as possible. Presenters at this session will discuss the office leadership and organizational techniques you need to increase overall office productivity.

*Darius K. Davenport, Director of Career and Alumni Services, Regent University School of Law*

*Camesha McAllister Jones, Director of Recruiting, Duke University School of Law*

*Myrna H. Rooks, Manager – Legal Recruiting, Hirschler Fleischer, A Professional Corporation*

3:00 – 4:00 pm — Hampton Room

## Outplacement in a Difficult Economy: Effective Strategies for Minimizing the Pain



### Lawyer Professional Development

In an economic downturn, many firms are presented with the dilemma of being overstaffed and perhaps choosing to downsize, whether it be in a discreet manner or highly publicized. Professional development personnel should play an integral part in selecting and partnering with effective and experienced career counselors who can help a firm in this situation achieve the two-fold goal of helping the affected lawyers find satisfying subsequent employment, and continuing to be ambassadors for the firm in the public. Using real examples gleaned from over 25 years in the legal industry, the presenter will discuss how to make these decisions prior to a downsizing, how to overcome the difficulties of providing service to the lawyers who continue to work at the firm after a downsizing, and how to combat the subsequent effect on recruiting.

*Carol Kanarek, Principal, Kanarek & Brady LLC*

3:00 – 4:00 pm — Congressional A

## Taking Control of Your Professional Development: Soliciting, Receiving, and Integrating Feedback



### Member Professional Development

We've all been given tips and tricks for giving feedback, but we rarely talk about how to gracefully receive feedback. Receiving criticism about our management or supervisory skills can leave us feeling deflated and frustrated. This program will help you keep a positive perspective and take control of the information provided during your organization's formal review process or your daily activities.

*Beth Johnson, Director of Attorney Recruiting, O'Melveny & Myers LLP*

3:00 – 4:00 pm — Senate Room

## Working with Contract Lawyers



### Recruiting

The steps for bringing on contract lawyers, and the issues their employment raises, differ from making direct hires. This session will help you understand the pros and cons of working with contract lawyers and will present best practices for working with third-party employment agencies and for hiring contract lawyers directly. We will also explore maintaining successful relationships with search firms, in-house supervision, the ethical implications of billing contract lawyers, and tips on dealing with contract lawyer performance and termination issues.

*Charles L. Curtis, Director of Partner Hiring & Integration,  
Pillsbury Winthrop Shaw Pittman LLP  
Makiedah Messam, Associate, Morgan, Lewis &  
Bockius LLP  
Wendy Sullivan, Legal Sales Manager, Update Legal*

4:00 – 5:00 pm

## Committee Meetings

The following groups will meet from 4:00 - 5:00 pm. For a description of these groups, see the tabbed “Sections/Committees” section of this manual.

***Both of the groups meeting in this time slot are elected or appointed groups:***

- **Annual Conference Planning Work Group** – Executive
- **Market Positioning & Branding Task Force** –  
Congressional A

## Saturday, April 4

8:00 am – 12:00 pm — West Registration

### Registration Open

8:00 – 9:00 am — Palladian Foyer

### Continental Breakfast

9:00 am – 12:00 pm

## SATURDAY MORNING WORKSHOPS

*Join us for one of three interactive, in-depth workshops. The extended session length will allow you extra time for full exploration and discussion of these key topics.*

9:00 am – 12:00 pm — Palladian Room

### Negotiation Skills



#### Member Professional Development

Based on principles developed at the Harvard Negotiation Project and by Roger Fisher, co-author of the bestseller *Getting to Yes*, this workshop concentrates on the capacity to negotiate and communicate through a collaborative process, which produces better outcomes for all parties while enhancing long-term working relationships. This program is designed to stimulate participants' awareness of the complexities of negotiation; introduce participants to a framework for understanding, diagnosing, and leading the interest-based negotiation process; enhance participants' skills through hands-on experience and feedback; and provide participants with a process for continued improvement and learning.

*Stephen Frenkel, Director of Negotiation Programs, MWI*

9:00 am – 12:00 pm — Empire Room — *pre-registration required for attendance of this session\**

### Step It Up a Notch: Using the MBTI Step II to Maximize Your Effectiveness



#### Member Professional Development

While many professionals are familiar with the MBTI, most have not had the opportunity to explore the depth of the MBTI Step II. The Step II allows for greater insight into one's preferences, paving the way for improved communication in the workplace. Break-out sessions and dynamic dialogue will facilitate understanding of personality type and how the sub-facets of each dimension affect communication in the workplace. This interactive program is designed for both beginners and those seeking advanced application of the MBTI. It will provide specific, concrete skills to improve the quality of professional interactions with both lawyers and students.

**\* Because of the nature of this workshop, it is open only to those who pre-registered and paid a materials fee of \$32 by March 19. The materials fee, a reduced rate subsidized by Shannon & Manch LLP, covers the MBTI Step II interpretive report and The Workplace Profiles (excerpted from *Type Talk at Work*).**

*Amy Thompson Briggs, Shannon & Manch LLP*

*Michelle Cechini Nash, Shannon & Manch LLP*

*Dena Sarke Smulow, Shannon & Manch LLP*

9:00 am – 12:00 pm — Diplomat Room

### The Point of Impact: Building Effective, Bias-Free Lawyer/Supervisor Relationships



#### Lawyer Professional Development & Diversity

The relationship between a lawyer and her supervisor is the place where women lawyers decide whether to stay or go. Yet too often, hidden bias can undermine lawyer/supervisor relationships. This interactive workshop will use case studies and small group discussion to explore the subtle ways that hidden bias appears in a lawyer's career, including communication, assignments, evaluations, and promotion, and provide professionals with practical strategies for correcting these biases within their firms to boost advancement and retention of women lawyers.

*Cynthia Thomas Calvert, Co-Director, Project for Attorney Retention*

*Linda Bray Chanow, Director of Research, Project for Attorney Retention*